MetroGIS Coordinating Committee Meeting Minutes: 2010-2012

MetroGIS   Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Thursday, March 18, 2010
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

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

Information Sharing:
   a) 2010 NSDI CAP Grant Application - MetroGIS Proposal Status
   b) National Geospatial Advisory Committee: March 24-25 Meeting
   c) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
   d) Presentations / Outreach / Studies

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 for more information

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 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); *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 form 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

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: January 2010 Policy Board Meeting Highlights

DATE: March 5, 2010
                (For the Mar 18th Meeting)

The following **major** topics were considered / acted on by the Policy Board on January 27th. Refer to the meeting minutes at for information about each item and other topics considered by the Board.

1. Geocoder Service Enhancements – Accept Final Reports

The final project reports for enhancements to the MetroGIS Geocoder Service, involving improves its use with local data and addition of a Landmark search component, were accepted by the Policy Board. Both enhancements were explained in the GIS Technology Demonstration that preceded this item "*How Use of Shared Web Services is Improving Organizational Efficiencies*". (A Regional Policy Statement to govern management of this service is under development and is expected to be presented to the Committee for consideration at the June meeting.)

In addition to the Member Read explaining the value of the regional geocoder service as part of the preceding demonstration, Member Bunning demonstrated a crime mapping application developed by Scott County that utilized web service technology and Member Loesch provided a general overview of how web services are an essential component of DNR's geospatial technology enterprise; greatly improving efficiencies related to data acquisition and management.

2. Accomplishments in 2009

Prior to sharing major accomplishments during 2009, Staff Coordinator Johnson took this opportunity to reacquaint the Board members with the big picture of MetroGIS's purpose, major functions, and major accomplishments. Click here for Johnson's slide presentation.

3. Budget/Objectives for 2010

The Policy Board unanimously:
   a) Approved the 2010 program objectives presented in Attachment A of the agenda report
   b) Approved the 2010 "Foster Collaboration" budget presented in Attachment B of the agenda report.
   c) Agreed to the Committees suggestion to reevaluate the 2010 budget and work plan by mid-year if dedicated supplemental technical support resources, consistent with the work program needs, had not been secured.

4. Regional Policy Statement – Socioeconomic Web Resources Page

The Policy Board unanimously approved modifications of the Regional Policy Statement for this web resources page, as recommended by the Committee and explained in the agenda report.

5. Minnesota Geospatial Advisory Council (MGAC) – Summary 1st Meeting

Chairperson Schneider invited David Arbeit, state GIO, to share highlights of his introductory comments to the MGAC with Board members who did not attend the first meeting. The members of the Policy Board, who are also members of MN State Geospatial Advisory Council, then reflected on the first meeting of the state council.

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

- Evolution of understanding in the Legislature of the value what can be accomplished with geospatial technology.

6. Suggestions for Consideration by MGAC/MnGeo

Five topics were agreed upon to share with the MGAC for consideration as statewide issues. It was also agreed that the Board members, who are also members of the MGAC, would share these topics for consideration by the MGAC as the opportunity arises. These topics are as follows:

a) 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.

b) Encourage MnGeo to take an active role in support of the proposed Minnesota Geo Applications Contest, as a partner to MetroGIS, because of the great benefit it would bring the MN geospatial community in terms of the availability of more web services.

c) Access to licensed data (publically and privately produced) by emergency responders)

d) State-wide geocoder service – *Reaffirm prior commitment (transition from GCGI to MnGeo)*

e) Storm and surface water tracing tool **-** *Reaffirm prior commitment (transition from GCGI to MnGeo)*

MetroGIS
Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5a

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 –Phase I Plan and Interim Policy Statement

DATE: March 3, 2010
                    (For Mar 18th Meeting)

REQUEST
The Address Workgroup is ready to begin preliminary "Phase 1" distribution of address points data. The Workgroup respectfully requests the Committee's:
1) **Approval** of its work plan for Phase 1 (*Attachment A*)

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

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

PHASE 1 WORK PLAN – DATASET DEVELOPMENT
The Address Workgroup proposes to begin outreach efforts following acceptance by the Policy Board of the attached policy statement at its April meeting. The purpose of the outreach will be to seek contributions of existing address point data beyond Workgroup member organizations.

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

This Phase 1 distribution process will provide valuable experience from which to refine methods and policies.

RECOMMENDATION
That the Coordinating Committee:
1) Approve the Phase 1 work plan

2) Accept the proposed:
   d) Modified interim policy statement.
   e) Interim liability waiver
   f) Database specifications

ATTACHMENT A

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

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

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

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

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

REGIONAL ADDRESS POINTS DATASET
BUSINESS INFORMATION NEED POLICY SUMMARY

Preamble:
Official Address Authorities (primary custodians) are responsible for providing only the address points data and attributes that they maintain for their own internal business purposes and which can be retrieved and provided to the regional custodian without an excessive level of effort. A guiding principle of MetroGIS is that no organization will be asked to perform a task for the MetroGIS community for which it does not have an internal business need. Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Intermediate aggregators must not alter data submitted by the primary custodians unless authorized to do so by the primary custodian. ~~Intermediate aggregators and~~R regional custodian~~s~~ must not alter data submitted by the primary custodians or intermediate aggregator.~~to the regional dataset~~. Gaps may continue to exist between defined data needs and available data. MetroGIS will work to identify solutions that bridge these gaps for the broad MetroGIS community.

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

Address Points – Regional Data Specifications

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

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

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

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

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

---

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

Address Points – Roles and Responsibilities

A. <u>Primary Custodian</u>

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. <u>Intermediate Aggregator</u>

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

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

C. <u>Regional Custodian</u>

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

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

2. Accepting data from primary custodians (official address authorities) and intermediate aggregators on a daily basis.[3] <u>***Note***</u>: *As a matter of MetroGIS policy, the regional custodian shall* <u>***not***</u> *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:

---

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

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

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

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

D. Governance

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

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

Address Points – Access / Distribution Policies

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

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

organizations must first agree to the terms of a liability disclaimer. These authorized users may utilize these data in public facing, Internet-based applications they host, provided the user of the application cannot download the source data in a format other than an image (view-only access).

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

EXHIBIT 1

ADDRESS POINTS DATABASE SPECIFICATIONS

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

EXHIBIT 2

Operational/Procedural Clarifications

Business Rules for Address Points Dataset

Regional Custodian Data Validation:

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

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

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

ATTACHMENT C

Proposed Interim Liability Waiver

A draft notice was prepared by the Mn League of Cities, with input from the City of Minnetonka, LOGIS, the Address Workgroup Chair and MetroGIS staff. As of this writing, the notice language had evolved to the following, which is acceptable to the MetroGIS support team.

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

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

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

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

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

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

Database Specifications

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

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

Address Points Database Standards

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

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

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

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

Database Fields

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

ATTACHMENT E

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

PRIOR DIRECTION AND COMMUNICATION - POLICY BOARD AND COORDINATING COMMITTEE

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

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

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

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

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

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

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

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

---

[4] Open access distribution. Address authorities contribute data that is freely available to anyone who agrees online to a liability disclaimer.

[5] 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.

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

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

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

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

2) **Coordinating Committee**:

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

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

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

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

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

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

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

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

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

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

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

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

STATUS OF PREREQUISITE PROJECTS (MARCH 3, 2010)

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

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

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

ATTACHMENT F

5b) Regional Address Point Dataset – Access Policy Preferences
Mark Kotz, Chairperson of the Technical Leadership Workgroup, began is presentation with a summary of the work to date to evolve the schema for a regional address points dataset. He then commented that it now time to agree on the **rules for access** to this proposed database before actually creating it and offered a recommendation from the Address Workgroup that suggested **two options** be made available to the producers/owners of the address point data - open access and licensing similar to the policies currently in place for parcel data.

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

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

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

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

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

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

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

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

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

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

TO: Coordinating Committee

FROM: Geo Applications Contest Workgroup
                 Workgroup Contact: Joella Givens (MnDOT)
                 Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Geo Applications Contest

DATE: March 1, 2010
                 (For March 18th Meeting)

INTRODUCTION
The Committee is respectfully requested to set funding and support milestones that must be satisfied to move forward with the proposed Geo Applications Contest, as approved by the Committee at its December meeting.

DIRECTION FROM COMMITTEE AT DECEMBER 2009 MEETING
The Committee agreed at its December 2009 meeting that by the time of its March 2010 meeting a project leader/manager should to be secured to ensure that all prerequisites can be accomplished for a project launch late winter-spring 2011. (See Items 3 and 4 in the Reference Section.)

DECISION TO PURSUING HIRING OF A PROJECT MANAGER
The Workgroup concluded in mid-January that the only realistic means to provide adequate support and successfully host the proposed contest would be to hire a consultant to serve in this capacity. This decision was heavily influenced in that no responses were received from the contest interest survey conducted on January 4 (Item 5. Reference Section). Subsequently, a project charter and Solicitation for Statements of Interest to serve as Technical Project Manager was created (see Attachment B). The solicitation was published on March 1. Responses are due by noon, Thursday, March 18 so that the results can be shared with the Committee at the March meeting.

PRELIMINARY COST ESTIMATE
The preliminary estimate for hosting the contest is estimated to be $65,000, excluding awards:
- Technical Project Manager $24,000
- Contest Administrator – (cost for Wash D.C. Apps for Democracy) $30,000
- Assistance with development of Metadata for Mapping Services $10,000
- Misc Support (travel, supplies, advertisement, etc) $1,000
- Awards/Prizes (assume provided by sponsors? E.g., $1,000 per award?) $ 0 (*Partners*)
  $65,000

DISCUSSION
Support for this project, in terms individuals willing to assume roles and responsibilities and funding commitments, have not materialized as was anticipated when the concept was initially conceived. To date, MetroGIS is the only committed partner with $18,500 pledged in the 2010 budget - $15,000 for contest administration and $3,500 to describe map services. Other partner funding commitments are required to launch the contest. Timing is also becoming a concern. Hiring of a Technical Project Manager should occur no later than June 1 and hiring of a Contest

Administrator no later than July to ensure that the various support tasks can be accomplished in a timely manner. Although several individuals have previously volunteered to serve as subcommittee leaders (Attachment C), their interest should be reaffirmed and additional volunteers need to commit to working on the various subcommittees before a contract is executed to retain the Technical Project Manager.

RECOMMENDATION

To ensure prudent use of limited MetroGIS resources, the Committee is requested to set the following conditions/milestones for the proposed Geo Applications Contest:
1) Before the Technical Project Manager is hired:
   a) Funding commitments are in place for at least $65,000
   b) Interest among individuals who previously agreed to serve in key volunteer roles is reaffirmed
2) A qualified individual/entity is retained by June 1 to serve as Technical Project Manager.
3) A RFP to retain a contest administrator is published by June Coordinating Committee meeting.
4) If condition 2 or 3 is not satisfied, the Coordinating Committee will decide at its June meeting if an alternate program should be pursued, including, but not limited to, a modified program for which the main focus continues to be to stand up web services.

REFERENCE SECTION

1) Contest Idea Endorsed: The Policy Board and Coordinating Committee have agreed at their September and October meetings, respectfully, to pursue hosting 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: Following 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 8th meeting.

b) GIS/LIS Consortium Board
Wakefield and Slaats presented the contest idea at the September 18th 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 see 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 2009, 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. 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.

- o Advocate for contest at high level
- o Encourage involvement of peer organizations
- o Advocate for funding
- Bush Beaters
  - o Contact, encourage & assist potential data providers
  - o Help document data and put in service format
- Data Producers
  - o Stand up services
- Participants
  - o Application developers
  - o Create and submit applications
  - o Gain fame, glory and money
  - o Give Minnesota awesome apps

e) Funding
- MetroGIS has offered some $ and staff time
  - o $15k earmarked in preliminary 2010 budget
  - o MetroGIS Coordinator up to ¼ time?
- Prize sponsors
  - o E.g. $1000 prize + $1000 admin support
  - o CURA, 1000 Friends, Others
- More funding will be needed

f) 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.

4) DECEMBER 17, 2009 COMMITTEE MEETING SUMMARY EXCERPT: ITEM 5F-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 … 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.… 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 (*See Item 5, below*).

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.

5) SURVEY OF COMMITTEE AND TECHNICAL ADVISORY TEAM MEMBERS
As directed by the Committee at its December 17, 2009 meeting, staff surveyed the members of the Committee and Technical Advisory Team to identify individuals willing to join the contest workgroup. A copy of the survey is presented in Attachment A. It was sent by email on January 5. No responses were received.

ATTACHMENT A

Survey for Interest in Joining Geo-Application Contest Workgroup
(*Sent January 4, 2010*)

Coordinating Committee and Technical Advisory Team (TAT) members:

At its December meeting, the Coordinating Committee asked me to survey Committee and TAT members for volunteers to develop a recommendation for consideration at the March Committee meeting concerning hosting a GIS Web Application Contest. The key components of this recommendation would be:
1) Refined charter and role of the project leader/manager for the contest (estimated time involvement: 2-3, two-hour meetings, beginning mid-January)
2) Identification of a willing and qualified individual to serve as project leader/manager.

___ I would like to volunteer to serve on this Workgroup to prepare a recommendation for the March 2010 Coordinating Committee meeting. (Please do so by responding to this email with your name and contact information.)

___ I would like to volunteer to serve as the project leader/manager (Please do so by responding to this email with your name and contact information.)

Please pass this notice along to others whom you believe would be interested in serving on this workgroup or serving in the capacity of project leader/manager.

As noted above, the goal is for the Workgroup to begin meeting the week of January 18, so please **respond by Monday, Jan 11**. The workgroup members will define the meeting schedule.

Respectfully,
Randy

Randall L. Johnson, AICP
MetroGIS Staff Coordinator
Phone: 651-602-1638
website-general: www.metrogis.org
website-data: www.datafinder.org

Solicitation
Statement of Interest
Technical Project Leader – Geo Applications Contest

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

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

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

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

Proposals will be judged based upon:

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

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

EXHIBIT 1

PROJECT CHARTER / BUSINESS CASE

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

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

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

III. Project Definition
1A. BUSINESS OBJECTIVES
• Promote the creation, publishing and use of geospatial web services, for consumption by public agencies and others   • Promote a centralized location for publishing information about geospatial services   • Engage emerging and new application developers and the user community   • Create public value with new applications available to government and citizens   • Promote innovation and new uses of existing geospatial data   • Promote and exemplify transparency and open government   • Identify cross-sector partnering opportunities to address shared information needs (**MetroGIS outcome**)   • Demonstrate that public value can be created when publicly-produced geospatial data are utilized in web applications developed by non-government interests (**MetroGIS outcome**)

1b. Agency: Intentions, Values, or Services Impacted by this Project
• Low risk way to evaluate new technology/applications using existing data   • Identify new users of data and new ways to use existing data   • Provide better support to internal and external users by using applications developed via the contest   Defining shared application needs and catalyzing collaborative solutions to those needs, is MetroGIS's top priority for 2010. $18,500 and a portion of the Staff Coordinator's time have been allocated to addressing this need.
2. PROJECT VALUES

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

3. PROJECT SUPPORT/PARTICIPATION ROLES

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

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

c) Participants – Develop awesome new apps

4. FOCUS

BREADTH

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

DEPTH

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

OTHER

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

5. CONTEXT

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

MetroGISglossary20
10.doc

ASSUMPTIONS

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

---

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

CONSTRAINTS / FREEDOMS

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

RISKS / OPPORTUNITIES

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

---

6. BUDGET

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

---

7. PARTNERS (COMMITTED TO DATE)

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

IV. Proposed Solution and Desirability

1. GENERAL DESCRIPTION OF PROPOSED SOLUTION

December 2009-March 2010:

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

March-April 2010:

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

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

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

2. BENEFITS

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

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

3. FEASIBILITY

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

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

4. SUSTAINABILITY

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

5. ALTERNATE SOLUTIONS CONSIDERED, WITH ASSESSMENT

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

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

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

EXHIBIT 2

RESPONSIBILITIES AND QUALIFICATIONS
– TECHNICAL PROJECT LEADER –
GEO APPLICATIONS CONTEST

Responsibilities of Technical Project Leader:
Project Leader will:

Lead monthly meeting with advisory group

Lead monthly meeting with other groups, as needed

Lead development of fundraising strategy

Define target participants/groups

Lead development of bush-beating strategy

Define conceptual judging strategies and preliminary criteria

Facilitate a project definition meeting with stakeholders

Develop a draft project plan to be approved by advisory group

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

Qualifications of Technical Project Leader

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

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

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

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

ATTACHMENT C

Roles & Volunteers for Web Apps Contest

Role	Description	Volunteers
Administrative Manager	• As much as ¼ FTE possible • Schedule meetings and coordinate resources • Manage budgets and contracts	• MetroGIS staff (Randy Johnson)
Technical Project Manager & Leader [may need new name]	• Lead the project • Develop project scope and work plan • Chair Steering/Advisory Team	N/A – a hired consultant
Steering/Advisory Team	• Provide oversight & guidance to project managers • Assist with ad-hoc project needs • Promote and educate	• Gelbmann (or other Met Council Staff) • Klassen (City of St. Paul) • Loesch (or other DNR staff) • Basques (City of St. Paul) • Wakefield (or other 1000 FOM Staff) • Knott (City of Red Wing) • Maxwell (NCompass) • Givens (MnDOT)
Contest Administrator	• A hired consultant/vendor • Organizing & conducting actual contest • Make final rules, accept submissions, oversee judging	N/A – a hired consultant
High Level Champions/Advocates	• Multiple – state, regional, county, city, etc. • Advocate for contest at high level • Encourage involvement of peer organizations • Advocate for funding	• Arbeit (MnGeo) • Maki (DNR) • Wakefield (1000 FOM) • Knott (City of Red Wing)
Bush Beaters	• Contact, encourage & assist potential data providers • Help document data and put in service format	• Basques (City of St. Paul) • Rader (MnGeo) • Wakefield (1000 FOM) • Maxwell (NCompass) • Adams (JSA GIS Services)

Role	Description	Volunteers
Data Producers	• Stand up services • Document services	• Gelbmann (or other Met Council Staff) • Klassen (City of St. Paul) • Loesch & Maki (or other DNR staff) • Basques (City of St. Paul) • Rader (MnGeo) • Neuhauser (SOS)
Participants	• Application developers • Create and submit applications • Gain fame, glory and money • Give Minnesota awesome apps	• Adams (JSA GIS Services)

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5c

TO: Coordinating Committee

FROM: Joella Givens, Committee Member (MnDOT)
             Michael Fiebiger, Committee Member (Ramsey County)
             Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Glossary of Geospatial and GIS Terms

DATE: August 7, 2009
             (For the Sept 10th Mtg.) (***Postponed to December and March Meetings***)

REQUEST

Policy Board Chairperson Schneider has requested a glossary of GIS-related terms to share with Board members to help them better understand proposals that the Board is asked to consider.

PREVIOUS COMMITTEE CONSIDERATION

Due to lack of time at the December meeting, Chairperson Wakefield asked for volunteers to refine the draft listing of terms presented in the Agenda report, dated August 7, 2009. Members Fiebiger and Givens agreed to both add to and recommend among multiple options for several terms in a draft listing provided by staff.

The members concurred that the document should be viewed as a living document to be updated as the need arises.

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) Forward the glossary to the Policy Board for acceptance and direction as to where the members would like it posted for their ongoing reference.

GLOSSARY OF
GEOSPATIAL AND GIS TERMINOLOGY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cartography: The art and science of making maps.

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

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

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

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

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

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

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

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

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

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

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

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

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

Field: In a database, another term for column.

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

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

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

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

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

Georeferencing: A process for aligning geographic data to a known coordinate system so it can be used with other geographic data. Georeferencing may involve shifting,

rotating, scaling, and rubber sheeting (stretching) the data or image. This method is not as precise as orthorecitification.

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

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

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

Hydrography: The measurement and description of water bodies.

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

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

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

Legend: The reference area on a map that lists and explains the colors, symbols, line patterns, shadings and annotations used on the map; the symbol key to interpret the map.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

states, counties, cities, tribal nations, academia and the private sector to increase data availability.

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

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

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

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

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

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

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

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

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

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

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

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

Services: Reusable, self-contained collections of executable software components. They are software that can work in different operating systems, networks and

application frameworks. They are basic to creating highly integrated and distributed application systems. GIS data is often provided via a web service. Spatial data served out by one organization via a web service can be consumed by GIS users with access to the web and the software to consume the service.

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

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

SOAP: Is an acronym for **S**IMPLE **O**BJECT **A**CCESS **P**ROTOCOL which is a XML (defined below) based protocol developed for exchanging information between peers in a decentralized, diverse environment. **SOAP** allows programs on different computers to communicate regardless of operating system or platform; it is used in Web Services.

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

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

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

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

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

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

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

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

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

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

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

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

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

REFERENCES

Black's Law Dictionary

Folger, Peter. *Geospatial Information and Geographic Information Systems (GIS): Current Issues and Future Challenges*. A Congressional Research Service Report June 8, 2009.

GIS Dictionary. ESRI Support Center, 31 Oct. 2006.
   http://support.esri.com/index.cfm?fa=knowledgebase.gisDictionary.browse&letter=S

Glossary. Digimap Jersey, 6 May 2006.
   http://www.digimap.je/node/17

MetroGIS, 20 Oct. 2009.
   http://www.metrogis.org/index.shtml

Minnesota Geospatial Information Office, 2009.
   http://www.mngeo.state.mn.us

Minnesota State GIS Enterprise Conceptual Architecture Design. Minnesota Governor's Council on Geographic Information, 23 March 2005.
   http://www.gis.state.mn.us/pdf/MNGISConceptualArchitectureDesign.pdf

MSDN Library. Microsoft Developer Network

National Spatial Data Infrastructure. Federal Geographic Data Committee, 2009.
   http://www.fgdc.gov/nsdi/nsdi.html

The OpenGIS Abstract Specification; Topic 13: Catalog Services; version 4. Open GIS Consortium, 1999.
   http://www.opengeospatial.org/standards/as

Spatial Data infrastructures. ANZLIC the Spatial Information Council, 2010
   http://www.anzlic.org.au/infrastructure.html

Wade, Tasha, and Shelly, Sommer, eds. A to Z GIS: An illustrated dictionary of geographic information systems. Redlands, California: ESRI Press, 2006.

Wikipedia, 2010.
   http://en.wikipedia.org/wiki/Main_Page

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2011 Major Program Objectives Requiring Partnering

DATE: March 4, 2010
              (For the Mar 18th Meeting)

INTRODUCTION
The Committee is asked to comment on a preliminary listing of program objectives which are expected to require resources beyond those available from MetroGIS. The Committee is asked to do so to ensure that opportunities and needs for partnering are communicated and that prospective partners can plan and or budget accordingly.

As in the past, at the September meeting, the Committee will be asked to agree on a comprehensive work program for 2011. The Committee's comments will be forwarded to the Policy Board for its comment on April 21.

MAJOR ASSUMPTIONS FOR 2011 WORK PROGRAM
1. MetroGIS's 2011 "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. Individuals with stakeholder organizations and appropriate skills, will volunteer to serve in project support roles for agreed-upon high priority initiatives (e.g. broker/commons, geo applications contest, address points dataset) or shared funding for such roles will be accomplished (e.g. geo applications contest).
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 organization will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

2010 WORK PLAN – FOUNDATION FOR 2011
The 2010 work plan is presented in Attachment A. It was adopted by the Policy Board on January 27. Several of the key projects are not expected to be completed in 2010 and therefore would also be priorities in 2011. Among these top priorities are three projects which will require resources beyond those available through MetroGIS to accomplish. Are there any others?
- Address Points Dataset (*Priority Item 4 - 2010*)
- Geo Application Contest (*Priority Item 5c - 2010*)
- Broker/Commons (*Priorities Item 12 and 13 - 2010*)

RECOMMENDATION
That the Coordinating Committee:
1) Acknowledge desired 2011 geospatial initiatives for which resources beyond those contributed by MetroGIS/Metropolitan Council will not be sufficient to accomplish them.
2) Acknowledge the stakeholders that would benefit most and advocate for allocation of resources to supplement those available from via MetroGIS sufficient to accomplish these priority initiatives.

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

	Response Percent	Response Count
Delivery of Services	16.70%	1
Public acess to data/information	83.30%	5
-Active Living Ramsey County Recreation Portal. -ArcGIS Server based Public Parcel Viewer (FLEX API technology) -maps.umn.edu, -LOGIS gGov - public facing interactive map offers information on city services, data, general geography, -New Public website. Foreclosure data is now online.		
Communication for the public	16.70%	1
Decision support	0.00%	0
Sharing data/information resources with 'another internal work unit'	16.70%	1
Parcel maintenance has moved from CAD to Geodatabase		
Sharing data/information resources with 'another organization'	16.70%	1
Scott / Dakota / Carver GIS Collaboration		
	answered question	6
	skipped question	4

I like the variety of demonstrations provided to MetroGIS. I am open to all suggestions.

Crowd-sourcing, Open Street Map (OSM), opportunities to engage the public in developing and improving GIS data used by government or available as public domain. A global volunteer collaborative with OSM supporting response efforts to the Haiti earthquatke is a prime example of what is possible. Government needs to find ways to sponsor such activities to lower costs, reduce redundant efforts, and improve publicly available data.

At the University of Minnesota data is made available through a variety of approaches. A larger survey of other universities in Minnesota would likely also be insightful.

Using the USNG for emergency response

	Not Important	Somewhat Important	Important	Very Important	Rating Average	Response Count
14. Jul. 2006:State Geospatial Architecture	0.0% (0)	0.0% (0)	33.3% (2)	66.7% (4)	3.67	6
1. Oct 2010:Red River Valley Flood Response	0.0% (0)	33.3% (1)	0.0% (0)	66.7 % (2)	3.33	3
8. Jan. 2008:GIS's Role In Response to I-35W Bridge Collapse	0.0% (0)	25.0% (1)	25.0% (1)	50.0% (2)	3.25	4
33. Jul. 2001:DataFinder And Functionality Sought Via	0.0% (0)	0.0% (0)	75.0% (3)	25% (1)	3.25	4
43. Jan. 1997:Benefits from GIS in general and uses being	0.0% (0)	25.0% (1)	25.0% (1)	50.0% (2)	3.25	4
12. Jan. 2007:Effective Decisions Through Effective Data	0.0% (0)	0.0% (0)	80.0% (4)	20.0 % (0)	3.20	5
22. Apr. 2004:Metro 911 Board initiative to integrate GIS	0.0% (0)	0.0% (0)	80.0% (4)	20% (1)	3.20	5
30. Mar. 2002:Presentations from each metro county GIS prog.	0.0% (0)	20.0% (1)	40.0% (2)	40.% (2)	3.20	5
2. Jul 2009:LOGIS –Improving Service Delivery through Collaborative GIS Programs	0.0% (0)	0.0% (0)	100.0% (3)	0.0 % (0)	3.00	3
6. Jul. 2008:TC Regional Parcel Data & Comm Revitalization	0.0% (0)	20.0% (1)	60.0% (3)	20.0% (1)	3.00	5
9. Oct. 2007:Metro Mosquito Control District's Web App	0.0% (0)	0.0% (0)	100.0% (3)	0.0% (0)	3.00	3
17. Jul. 2005:RamseyCounty GIS User Group's Internet(IMS)	0.0% (0)	0.0% (0)	100.0% (3)	0.00%	3.00	3
20. Oct. 2004:Improving Operational Effectiveness w/GIS	0.0% (0)	0.0% (0)	100.0% (5)	0.00%	3.00	5
23. Jan 2004:Scott County's Use of GIS technology to improve	0.0% (0)	0.0% (0)	100.0% (2)	0.00%	3.00	2
26. Apr. 2003:Metro Mosquito Control Dist. use GIS	0.0% (0)	0.0% (0)	100.0% (3)	0.00%	3.00	3
27. Jan. 2003:Emergency Management Response app devel.	0.0% (0)	0.0% (0)	100.0% (4)	0.00%	3.00	4
28. Oct. 2002:Metro Airports Commission use of GIS	0.0% (0)	33.3% (1)	33.3% (1)	33.3% (1)	3.00	3
29. Jul. 2002:MetroGIS DataFinder Café Rollout	0.0% (0)	50.0% (1)	0.0% (0)	50.0% (1)	3.00	2
31. Jan. 2002: GIS's Role In Responding To The World Trade	0.0% (0)	33.3% (1)	33.3% (1)	33.3% (1)	3.00	3
36. Oct. 2000: North Metro I-35W Corridor Coalition's	0.0% (0)	0.0% (0)	100.0% (3)	0.00%	3.00	3
37. Jul. 2000:DataFinder and Council's Internet-based	0.0% (0)	0.0% (0)	100.0% (3)	0.00%	3.00	3
38. Apr. 2000:Regional Parcel Dataset (Version 1)	0.0% (0)	0.0% (0)	100.0% (4)	0.00%	3.00	4
7. Apr. 2008:Mapping Minn. Emergency Response Structures:	0.0% (0)	33.3% (2)	50.0% (3)	16.7% (0)	2.83	6
19. Jan. 2005:Regional Mailing Application	0.0% (0)	20.0% (1)	80.0% (4)	0.00%	2.80	5
35. Jan. 2001:Regional Census Geography and Legislative	0.0% (0)	40.0% (2)	40.0% (2)	20.0% (1)	2.80	5
5. Oct. 2008:Regional Data Sets & Analysis School Dist	0.0% (0)	25.0% (1)	75.0% (3)	0.0% (0)	2.75	4

15. Apr.2006:EvacPlanning for Homeland Defense–UofM Research	0.0% (0)	25.0% (1)	75.0% (3)	0.0% (0)	2.75	4
16. Oct. 2005:Natural Resources Atlas Made Possible Via DS	0.0% (0)	25.0% (1)	75.0% (3)	0.00%	2.75	4
41. Nov. 1998:Orthoimagery and its Uses	0.0% (0)	25.0% (1)	75.0% (3)	0.00%	2.75	4
4. Jan. 2009:Twin Cities Economic Development Website	0.0% (0)	33.3% (1)	66.7% (2)	0.0% (0)	2.67	3
10. Jul. 2007:Metropolitan Council's new "Maps" Web site	0.0% (0)	33.3% (1)	66.7% (2)	0.0% (0)	2.67	3
11. Apr.2007:Efficiencies Realized-Coord.App Devel OpenMNND	0.0% (0)	33.3% (1)	66.7% (2)	0.0% (0)	2.67	3
13. Oct. 2006:M3D Internet Application	0.0% (0)	33.3% (1)	66.7% (2)	0.0% (0)	2.67	3
18. Apr. 2005:How Watershed Districts are Benefiting	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
32. Oct. 2001:TIES – Benefits to School Districts MetroGIS	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
34. Apr. 2001:LMIC's Metro viewer software: A Mapping Tool	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
39. Jul. 1999:Presentation to House of Rep on June 9th	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
. Sep. 1998:DataFinder and Dakota Cnty's Parcel Query App	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
21. Jul. 2004:City of Roseville's Combined Use of	0.0% (0)	50.0% (1)	50.0% (1)	0.00%	2.50	2
24. Oct. 2003:GASB34 – GIS Technology's Relevance	0.0% (0)	50.0% (2)	50.0% (2)	0.00%	2.50	4
25. Jul. 2003:Mpls Neighborhood Information System GIS	0.0% (0)	50.0% (2)	50.0% (2)	0.00%	2.50	4
3. Apr. 2009:Safe Road Map Project – U of M Connection	0.0% (0)	66.7% (2)	33.3% (1)	0.0% (0)	2.33	3
40. Apr. 1999:North Metro I-35W Corridor Coalition GIS	0.0% (0)	66.7% (2)	33.3% (1)	0.00%	2.33	3
	Other Suggestions	**2**				

Based on my conversation with Commissioner Kordiak, he seemed to enjoy the presentations that showed how GIS can be used to save time, money and even lives during major events or catastrophe. He specifically mentioned the 35W bridge collapse, Red River Valley flooding and the RNC. Obviously, he understands that these GIS uses are event driven but in general I think he likes the presentations with more of a WOW factor and less technical stuff.

GIS for Emergency Response/ GIS in SEOC
Crowd Sourcing
NSDI

answered question	**8**
skipped question	**2**

Please identify a geospatial or related technologies that you would like to learn more about:

Response Count	**6**

Again, I am open to any geospatial or related technology presentations. Sharing information and

seeing the technology being applied to inform our decisions is the critical point from my perspective.

Shared Enterprise Gis DB management and Maintenance

Internet mappping applications from google,Microsoft, Yahoo and others. Where are they headed in the next 2-5 years? How should government leverage them and position its GIS activities to not duplicate effort or compete?

Data fusion and newer conflation techniques and approaches

Crowd Sourcing

Election Map

answered question		**6**
skipped question		**4**
Response Count		**3**

Neography

OpenStreetMap

What impact does crwod-sourcing have on MetroGIS?

answered question		**3**
skipped question		**7**
Response Count		**1**

PDF based map sharing, displayin and editing PDF map layers, MAP2PDF

answered question		**1**
skipped question		**9**

55

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration Topic – April 2010 Policy Board Meeting

DATE: March 2, 2010
              (For Mar 18th Meeting)

INTRODUCTION
The Committee is asked to agree on a GIS Technology Demonstration topic for the Policy Board's April meeting and a person(s) to present it.

SURVEY REQUESTED BY THE POLICY BOARD
At its October 2009 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. Two surveys were conducted. One by email initiated on November 12 for which 5 responses were received. When the results were shared with the Committee at its December 2009 meeting, staff was asked to repeat it in hopes that more members would participate. The follow-up survey was initiated on February 3. Ten members responded. There is no way to know if the 15 responses are from different members or if some members responded to both surveys.

CANDIDATE DEMONSTRATION TOPICS
Several outstanding new ideas for demonstration topics have been identified. They are listed below alphabetically along with previously identified candidate topics. The results of a ranking exercise distributed on March 4 will be shared with the Committee at its March 18 meeting. It is suggested that top ranked topic be pursued for the April Board meeting and that the remainder of the ideas be shared with the Board at April meeting for comment. (See the Reference Section for more information about some topics.)

CANDIDATE DEMONSTRATION TOPICS (**Bold** means topics were identified in the November or February survey)	RANKING
▪ **Active Living Ramsey County Recreation Portal**	
▪ **ArcGIS Server based Public Parcel Viewer (FLEX API technology)**	
▪ **Base map web service developed by the Metropolitan Council**	
▪ Collaborative Application Development Among Counties (general)	
▪ Coordinated Data Management via Internet - Council and Counties	
▪ **Crowd-sourcing, Open Street Map (OSM), opportunities to engage the public in developing and improving GIS data used by government or available as public domain[1].**	
▪ Cyclopath	
▪ Data Practices Law- Relationship to MetroGIS Objectives	
▪ **Emergency response maps consistent across jurisdictions, based on U.S. National Grid**	
▪ Historical Census Mapping - U of M	
▪ **LOGIS gGov - public facing interactive map offers information on city services, data, general geography**	
▪ **maps.umn.edu**	
▪ **Multi-county collaboration for public access property information application**	
▪ Natural Resources Digital Atlas- Metropolitan Council	
▪ **New Public website. Foreclosure data is now online**	
▪ **Preliminary Development for Active Living Recreational Web Portal**	
▪ **Regional Base Map Service – North St. Paul Testimonial**	
▪ **Parcel maintenance has moved from CAD to Geodatabase**	
▪ **Scott / Dakota / Carver GIS Collaboration**	
▪ **Using the USNG for emergency response**	

---

[1] A global volunteer collaborative with OSM supporting response efforts to the Haiti earthquake is a prime example of what is possible. Government needs to find ways to sponsor such activities to lower costs, reduce redundant efforts, and improve publicly available data

COMMENTS CONCERNING DEMONSTRATION PREFERENCES

1) "Based on my conversation with Commissioner Kordiak, he seemed to enjoy the presentations that showed how GIS can be used to save time, money and even lives during major events or catastrophe. He specifically mentioned the 35W bridge collapse, Red River Valley flooding and the RNC. Obviously, he understands that these GIS uses are event driven but in general I think he likes the presentations with more of a WOW factor and less technical stuff."

2) "I am open to any geospatial or related technology presentations. Sharing information and seeing the technology being applied to inform our decisions is the critical point from my perspective."

RESEARCH QUESTIONS

1) Internet mapping applications from Google, Microsoft, Yahoo and others. Where are they headed in the next 2-5 years? How should government leverage them and position its GIS activities to not duplicate effort or compete?

2) "What impact does crowd-sourcing have on MetroGIS?"

TOPICS FOR WHICH MEMBERS WOULD LIKE TO LEARN MORE ABOUT

The following ideas were offered by Committee members (no ranking intended):

1) November 2009 Survey:
- Common Data Model for Recreational Facilities
- More emphasis on authoritative data sources, such as parcel, DEM, imagery, multi-modal transportation. Better organization, utilization and dissemination of "framework data sets".
- Multi-Modal Transportation routing models, which include motorized and non-motorized forms.
- Open Street Map & other public participation GIS (PPGIS), Web 2.0, crowd sourcing
- Unify Address Collection, i.e. Local, Regional, State, Federal

2) February 2010 Survey:
- GIS for Emergency Response/ GIS in SEOC
- Crowd Sourcing
- NSDI
- Shared Enterprise GIS DB management and maintenance
- Data fusion and newer conflation techniques and approaches
- Crowd Sourcing
- Election Map
- Neography
- OpenStreetMap
- PDF based map sharing, displaying and editing PDF map layers, MAP2PDF

RANKING OF PREVIOUS DEMONSTRATION TOPICS TO REPEAT

Of the ten survey respondents, no more than six ranked any particular option. Given such a low response rate and the presence of a significant number of new options, none of the previous demonstration topics has been included the ranking exercise referenced on the previous page. The actual results are listed in Attachment C.

RECOMMENDATION

That the Coordinating Committee:
1) Agree on a GIS Technology Demonstration topic for the April 2010 Policy Board meeting.
2) Offer options for how to effectively address the two research questions listed above.
3) Recommend that the Technical Advisory Team offer a plan for how the best to provide information about the topics listed above for which more information is desired.

REFERENCE SECTION

1. SURVEY **R**ESPONSES **– Q**UESTION **1**
The survey form that was distributed on November 12th 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 **I**DENTIFIED **C**ANDIDATE **D**EMONSTRATION **T**OPICS
1. Cyclopath: The Cyclopath (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 A 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 B)
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.

ATTACHMENT A

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.

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."

ATTACHMENT C

**RESULTS OF
FEBRUARY 2010
GIS DEMONSTRATION TOPIC SURVEY**

(*See Next Page*)

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

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

ATTACHMENT A

MetroGIS 2010 Program Objectives
(Adopted by the Policy Board on January 27, 2010

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

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

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

---

[1] Traditional activities that comprise the MetroGIS "foster collaboration" function include*:*

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

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5f

TO: Coordinating Committee

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

SUBJECT: Revise 2010 June and September Committee Meeting Dates

DATE: March 1, 2010
              (For the Mar 18th Meeting)

REQUEST
The Coordinating Committee is respectfully requested to revise its meeting schedule for 2010.

BACKGROUND
1) When the Committee set its 2010 meeting schedule it was with the understanding that the June and September dates were tentative until the meetings of the National Geospatial Advisory Committee NGAC were set. Members expressed a preference is to meet on Thursdays. The dates for the June and September NGAC meetings have now been set on both conflict with Committee's June 24 and September 23 meeting dates. The Staff Coordinator is a member of the NGAC.

2) On January 27th, the Policy Board revised its 2010 meeting schedule. The Board will now be meeting one week early than had previously been agreed. The new 2010 meeting dates are April 21, July 21 and October 20, all 3rd instead of 4th Wednesdays of the month.

DISCUSSION
Normally staff would prefer the Committee to meet 4 weeks prior to the Board's meetings to provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board. In this case, a four week lead time does not work for June and September meeting because of the NGAC meeting conflict.

Options include meeting five or three weeks prior to the Policy Board meeting as follows:

Suggested Meeting Dates	**Anticipated Major Topics**
Thurs., March 18, 2010 *(NGAC meeting is week of March 23)*	• Direction/Recommendation for Web Applications Contest • Regional Address Points Dataset – Access/Distribution Policy • 2011 Preliminary Program Objectives • 2011 Preliminary Budget
~~Thurs., June 24~~ *Thurs, June 17 (preferred)* OR *Thurs., July 1*	• Recommendation for Regional Address Point Database • Streamlining Data Access for Emergency Managers
~~Thurs., September 23~~ *Thurs, Sept 16 (preferred)* OR *Thurs., Sept 30*	• Performance Measurement Metrics • 2011 Final Program Objectives • 2011 Final Budget
Thurs., December 16 *(Assumes MN IT Symposium the previous week)*	• Election of Officers • Recommendation for Geospatial Portal

RECOMMENDATION
That the Committee revise the dates for its June and September meetings to eliminate conflicts with meetings of the National Geospatial Advisory Committee.

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg.
March 18, 2010

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:03 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:* Peter Henschel (Carver), Jim Bunning (Scott); John Slusarczyk (Anoka), Randy Knippel (Dakota); Mike Fiebiger (Ramsey), and Doug Matzek for David Brandt (Washington); *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); *Schools*: Dick Carlstrom; *Special Expertise*: Keith Anderson for Ben Verbick (LOGIS), *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker for Mark Doneux, Capital Region Watershed District.

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); *Special Expertise*: Brad Henry (URS Corp.), and *State*: David Arbeit (MnGeo), Joella Givens (MN/DOT) and Tim Loesch (DNR).

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator Team and Mark Kotz, Chair of the Address and Technical Leadership Workgroups.

Visitors: Scott Levin, NCompass Technologies

2. ACCEPT AGENDA

Member Bitner moved and Member Wencl seconded to approve the agenda, as suggested submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Radke moved and Member Read seconded to approve the December 17, 2009 meeting summary, with a modification to 5f to "recognize that a reason for less volunteers to serve on the Contest workgroup than hoped for is that several may be thinking about submitting a proposal and do not want to serve on the workgroup to avoid a conflict of interest". Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING

The Staff Coordinator summarized the information presented in the agenda packet and added that Commissioner Reinhardt, Chair of the Statewide Geospatial Advisory Council, has requested a letter form Policy Board Chair Schneider summarizing the needs and opportunities that the MetroGIS communities believes best addressed at the state level. There was no discussion of the other Board actions..

5. ACTION AND DISCUSSION ITEMS

a) **Regional Address Point Dataset – *Phase I Plan and Interim Policy Statement***
   At Chairperson Wakefield's invitation Mark Kotz, Chair of the Address and Technical Leadership Workgroups, summarized the progress made to prepare for the Phase I implementation of the proposed Regional Address Points Dataset for which approval from the Committee is sought.

   Member Knippel asked for clarification about the access policy concerning derivate data, specifically address points derived from county produced parcel points. Kotz stated that Phase I will involve only data that the producers are willing to freely share. Kotz went on to comment that although the

preference of the Policy Board is for this dataset be available to anyone who wishes to access it, the Workgroup recognizes that some producers may want to restrict access and, as such, is anticipating the possibility of a version that is available to all and a second version that has restricted access via a password protected process.

Knippel emphasized that he favors broad access and resolving this policy issue, noting that the county representatives are currently targeting the negotiations related to the next-generation regional parcel data sharing agreement and license as the vehicle through which to formalize the new policies. The current agreement is scheduled to expire December 2011. He noted that he and the other county representatives to the Committee prefer a comprehensive approach as opposed to case-by-case reviews for expediency with limited legal support resources.

Motion: Member Bitner moved and Member Read seconded that the Coordinating Committee approve the Phase 1 work plan for development of the Regional Address Points Database, as outlined in the report presented to the Committee, dated March 3, 2010. Motion carried ayes all,

Kotz then summarized refinements to the Regional Policy Statement that are recommended by the Address Workgroup, an interim liability disclaimer, and database standards that the Workgroup is recommending as the policy foundations upon which to launch development of the Regional Address Points Dataset. During his comments he mentioned that the MN League of Cities was involved in the drafting of the interim liability disclaimer and that the proposed database standard aligns well with the National Address Standard that is nearing adoption by the FGDC. Kotz noted that Policy Board approval of these policy foundations will not be sought until the workgroup has tested them in the operational environment associated with Phase I. Once comfortable that the policies are satisfactory, formal Board approval will be sought.

Chairperson Wakefield asked if the members have any questions or comments about the Address Workgroup's proposed implementation plan for the Regional Address Points Dataset. **No comments or questions were offered**. Nancy Read thanked the county representatives for their long standing involvement in the process to get to this point.

b) **Geo Applications Contest**
The Staff Coordinator Johnson summarized the information provided in the agenda report and the recommendation to set a series of milestones that must be satisfied to move forward with the project. Johnson suggested that to avoid a conflict of interest, the Committee could discuss the contest in general but should ask Chairperson Wakefield, a candidate for the Technical Project Manager, to leave the room if the conversation drifted toward topics to which all candidates should be informed. A lengthy discussion ensued concerning the recommendation that commitments for the entire estimated budget of $65,000.

Mark Kotz, representing the workgroup that developed the project charter, commented that the workgroup believes that the contest is needed to provide an incentive to data producers to stand up their services. He also mentioned that the workgroup had conducted an evaluation and were convinced that the proposed contest could be successfully hosted.

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

Chairperson Wakefield was asked to leave the room.

Kotz commented that MetroGIS/Council staff have carried the majority of the support load to date and that other organizations will need to commit supplemental funding if the contest is to be successfully hosted. He also stated that he strongly supports setting a deadline for others to commit. He concluded by stating that if partners do not commit the needed additional funds that MetroGIS should investigate, soon, what we can do with the funds that are available, whether contest related or not. The Staff Coordinator commented that a decision to use the funds in another way should be made before the June meeting to have any chance of capturing them.

The group concluded that the four Statements of Interest should be reviewed for ideas that might affect the scope and that interest from state agencies should be confirmed before deciding next steps. The group deferred a decision on the option of a project that results in deliverables short of hosting a contest (standing up more services, advertisement of these services so they are used more, building of relationships and education of the value of services, etc.) until the supplemental funding question is resolved. .

Chairperson Wakefield was invited to return to the room.

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

Motion carried ayes all.

c) **Glossary of GIS and Geospatial Terms**
Member Fiebiger noted that he and Member Givens, together with his GIS support staff, had collaborated to develop the version of a glossary and presented the agenda materials from the preliminary definitions provided by staff in the agenda materials for the December Committee meeting. Alternate Member O'Neil commented that if vendor products, such as ArcGIS, are included that competitor products should also be included. The group talked briefly about the pros and cons of an incomplete list of products and ultimately decided to add a preamble to the glossary stating the intent is for a living document and that users are encouraged to add terms they believe are missing.

Motion: Member Bitner moved and Member Charboneau seconded to forward the following recommendations to the Policy Board concerning its request for a glossary of geospatial terms:
1) Accept the glossary terms presented in the agenda materials as a starting place.
2) Consider posting this glossary in the form of a geo wiki to permit users to add to and modify it as they believe appropriate.
3) Direct staff to add a preamble to convey this document is intended to be a living work

Motion carried ayes all.

d) **Preliminary 2011 Program Objectives and Partnering Opportunities**
Staff Coordinator Johnson stated that the reason for this report is to stimulate a conversation among committee members about the practicality of projects that are known to be required resources in addition to that which can be provided by MetroGIS and which are candidates for the 2011 work program. Johnson expressed concern for being able to capture these resources given the lengthy discussion during consideration of Item 5b, involving the same subject. No comments were offered other than to confirm that the Committee will be asked to comment on the preliminary budget at the June meeting.

e) GIS Technology Demonstrations

Staff Coordinator Johnson summarized the information presented in the agenda report and the report supplement that was emailed earlier in the week to share the results of a polling survey that was in progress when the main agenda report was published.

Member Gelbmann accepted agreed to work with Council and county staff to develop a presentation for the top-ranked topic: *Coordinated Data Management via Internet - Council and Counties* for the April Board meeting. As a backup, Member Knippel also agreed to be prepared to talk about the second highest ranked topic: *Emergency response maps consistent across jurisdictions, based on U.S. National Grid.*

Motion: Bitner moved and Member Bunning seconded to proceed with the plan outlined above. Motion carries, ayes all. .

k) 2010 Meeting Schedule Revisions

It was agreed to change the June meeting date from the 24th to Thursday the 17th and the September meeting date from the 23rd to Thursday the 16th.

6. NEXT MEETING

The next meeting of the Coordinating Committee is scheduled for Thursday, June 17. .

Project Updates and Information Sharing:

Chairperson Wakefield commented that the Project Update and Information Sharing Reports are no longer included in the agenda materials but are now posted as separate downloadable documents on the committee's meeting webpage. This change was requested by the Policy Board beginning with its January 2010 meeting. This change was made to reduce paper waste. She encouraged the members to review these materials on their own and asked if anyone had any question about the information provided in these reports. None were offered. .

Chairperson Wakefield invited the Staff Coordinator to comment on the 2010 NSDI CAP grant in the amount of $50,000 has been awarded to a proposal submitted by MetroGIS, Hennepin County, and 1000 Friends, entitled "Measuring Public Value of Geospatial Commons: A MetroGIS Case Study". Staff Coordinator Johnson noted that the responsible government entity is the Metropolitan Council, which will role serve as the custodian for the grant funds, and that the project team, comprised of MetroGIS participants and advisors from across the country and overseas, will direct the project. Member Harvey, who will serve as the research coordinator, commented on his expectations. He emphasized the goal to develop a methodology by which policy makers can objectively evaluate the value of data sharing as they consider implications of data access policy. Member Harvey, who will serve as the research director shared some comments on his expectations. Johnson encouraged invited members of the committee to contact him if they are interested in joining the advisory committee and encouraged the members to review the grant application if they had not already done so, noting that it is only 5 pages long.

7. ADJOURN

The meeting adjourned at 3:28 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS   **Coordinating Committee**

Cooperation, Coordination, Sharing Geographic Data

Thursday, June 17, 2010
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

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

6. **Major Project Updates:**
    a) Regional Address Point Dataset Implementation / Address Editing Tool Development
    b) Regional Policy Statement for Geocoder Service
    c) 2009 Regional GIS Projects: *Proximity Finder and Best Image Service*
    d) RFP for Next-Generation Regional Street Centerline Solution
    e) Streamlining Data Access for Emergency Responders (*GITA's GECCo Initiative Relevant?*)
    f) Performance Measures – Phase II on hold for QPV Study
    g) Documenting Benefits & Organizational Structure for Cross Sector, Shared Power Environment

7. **Information Sharing:**
    a) June 22-23 National Geospatial Advisory Committee (NGAC) Meetings
    b) June 30 Mn Statewide Geospatial Advisory Council (MGAC) Meeting
    c) Metro and State Geospatial Initiatives Update
    d) Federal and National Geospatial Initiatives Update
    e) Presentations / Outreach / Studies

8. **Next Meeting**
    September 16, 2010

9. **Adjourn**

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 for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg.
March 18, 2010

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:03 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:* Peter Henschel (Carver), Jim Bunning (Scott); John Slusarczyk (Anoka), Randy Knippel (Dakota); Mike Fiebiger (Ramsey), and Doug Matske for David Brandt (Washington); *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); *Schools*: Dick Carlstrom; *Special Expertise*: Keith Anderson for Ben Verbick (LOGIS), *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker for Mark Doneux, Capital Region Watershed District.

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); *Special Expertise*: Brad Henry (URS Corp.), and *State*: David Arbeit (MnGeo), Joella Givens (MN/DOT) and Tim Loesch (DNR).

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator Team and Mark Kotz, Chair of the Address and Technical Leadership Workgroups.

Visitors: Scott Levin, NCompass Technologies

2. ACCEPT AGENDA

Member Bitner moved and Member Wencl seconded to approve the agenda, as suggested submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Radke moved and Member Read seconded to approve the December 17, 2009 meeting summary, with a modification to 5f to "recognize that a reason for less volunteers to serve on the Contest workgroup than hoped for is that several may be thinking about submitting a proposal and do not want to serve on the workgroup to avoid a conflict of interest". Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING

The Staff Coordinator summarized the information presented in the agenda packet and added that Commissioner Reinhardt, Chair of the Statewide Geospatial Advisory Council, has requested a letter form Policy Board Chair Schneider summarizing the needs and opportunities that the MetroGIS communities believes best addressed at the state level. There was no discussion of the other Board actions..

5. ACTION AND DISCUSSION ITEMS

a) Regional Address Point Dataset – *Phase I Plan and Interim Policy Statement*

At Chairperson Wakefield's invitation Mark Kotz, Chair of the Address and Technical Leadership Workgroups, summarized the progress made to prepare for the Phase I implementation of the proposed Regional Address Points Dataset for which approval from the Committee is sought.

Member Knippel asked for clarification about the access policy concerning derivate data, specifically address points derived from county produced parcel points. Kotz stated that Phase I will involve only data that the producers are willing to freely share. Kotz went on to comment that although the

preference of the Policy Board is for this dataset be available to anyone who wishes to access it, the Workgroup recognizes that some producers may want to restrict access and, as such, is anticipating the possibility of a version that is available to all and a second version that has restricted access via a password protected process.

Knippel emphasized that he favors broad access and resolving this policy issue, noting that the county representatives are currently targeting the negotiations related to the next-generation regional parcel data sharing agreement and license as the vehicle through which to formalize the new policies. The current agreement is scheduled to expire December 2011. He noted that he and the other county representatives to the Committee prefer a comprehensive approach as opposed to case-by-case reviews for expediency with limited legal support resources.

Motion: Member Bitner moved and Member Read seconded that the Coordinating Committee approve the Phase 1 work plan for development of the Regional Address Points Database, as outlined in the report presented to the Committee, dated March 3, 2010. Motion carried ayes all,

Kotz then summarized refinements to the Regional Policy Statement that are recommended by the Address Workgroup, an interim liability disclaimer, and database standards that the Workgroup is recommending as the policy foundations upon which to launch development of the Regional Address Points Dataset. During his comments he mentioned that the MN League of Cities was involved in the drafting of the interim liability disclaimer and that the proposed database standard aligns well with the National Address Standard that is nearing adoption by the FGDC. Kotz noted that Policy Board approval of these policy foundations will not be sought until the workgroup has tested them in the operational environment associated with Phase I. Once comfortable that the policies are satisfactory, formal Board approval will be sought.

Chairperson Wakefield asked if the members have any questions or comments about the Address Workgroup's proposed implementation plan for the Regional Address Points Dataset. **No comments or questions were offered**. Nancy Read thanked the county representatives for their long standing involvement in the process to get to this point.

b) **Geo Applications Contest**
The Staff Coordinator Johnson summarized the information provided in the agenda report and the recommendation to set a series of milestones that must be satisfied to move forward with the project. Johnson suggested that to avoid a conflict of interest, the Committee could discuss the contest in general but should ask Chairperson Wakefield, a candidate for the Technical Project Manager, to leave the room if the conversation drifted toward topics to which all candidates should be informed. A lengthy discussion ensued concerning the recommendation that commitments for the entire estimated budget of $65,000.

Mark Kotz, representing the workgroup that developed the project charter, commented that the workgroup believes that the contest is needed to provide an incentive to data producers to stand up their services. He also mentioned that the workgroup had conducted an evaluation and were convinced that the proposed contest could be successfully hosted.

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

Chairperson Wakefield was asked to leave the room.

Kotz commented that MetroGIS/Council staff have carried the majority of the support load to date and that other organizations will need to commit supplemental funding if the contest is to be successfully hosted. He also stated that he strongly supports setting a deadline for others to commit. He concluded by stating that if partners do not commit the needed additional funds that MetroGIS should investigate, soon, what we can do with the funds that are available, whether contest related or not. The Staff Coordinator commented that a decision to use the funds in another way should be made before the June meeting to have any chance of capturing them.

The group concluded that the four Statements of Interest should be reviewed for ideas that might affect the scope and that interest from state agencies should be confirmed before deciding next steps. The group deferred a decision on the option of a project that results in deliverables short of hosting a contest (standing up more services, advertisement of these services so they are used more, building of relationships and education of the value of services, etc.) until the supplemental funding question is resolved. .

Chairperson Wakefield was invited to return to the room.

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

Motion carried ayes all.

c) **Glossary of GIS and Geospatial Terms**
Member Fiebiger noted that he and Member Givens, together with his GIS support staff, had collaborated to develop the version of a glossary and presented the agenda materials from the preliminary definitions provided by staff in the agenda materials for the December Committee meeting. Alternate Member O'Neil commented that if vendor products, such as ArcGIS, are included that competitor products should also be included. The group talked briefly about the pros and cons of an incomplete list of products and ultimately decided to add a preamble to the glossary stating the intent is for a living document and that users are encouraged to add terms they believe are missing.

Motion: Member Bitner moved and Member Charboneau seconded to forward the following recommendations to the Policy Board concerning its request for a glossary of geospatial terms:
1) Accept the glossary terms presented in the agenda materials as a starting place.
2) Consider posting this glossary in the form of a geo wiki to permit users to add to and modify it as they believe appropriate.
3) Direct staff to add a preamble to convey this document is intended to be a living work

Motion carried ayes all.

d) **Preliminary 2011 Program Objectives and Partnering Opportunities**
Staff Coordinator Johnson stated that the reason for this report is to stimulate a conversation among committee members about the practicality of projects that are known to be required resources in addition to that which can be provided by MetroGIS and which are candidates for the 2011 work program. Johnson expressed concern for being able to capture these resources given the lengthy discussion during consideration of Item 5b, involving the same subject. No comments were offered other than to confirm that the Committee will be asked to comment on the preliminary budget at the June meeting.

e) GIS Technology Demonstrations
Staff Coordinator Johnson summarized the information presented in the agenda report and the report supplement that was emailed earlier in the week to share the results of a polling survey that was in progress when the main agenda report was published.

Member Gelbmann accepted agreed to work with Council and county staff to develop a presentation for the top-ranked topic: *Coordinated Data Management via Internet - Council and Counties* for the April Board meeting. As a backup, Member Knippel also agreed to be prepared to talk about the second highest ranked topic: *Emergency response maps consistent across jurisdictions, based on U.S. National Grid.*

Motion: Bitner moved and Member Bunning seconded to proceed with the plan outlined above. Motion carries, ayes all. .

k) 2010 Meeting Schedule Revisions
It was agreed to change the June meeting date from the 24th to Thursday the 17th and the September meeting date from the 23rd to Thursday the 16th.

6. NEXT MEETING
The next meeting of the Coordinating Committee is scheduled for Thursday, June 17. .

Project Updates and Information Sharing:
Chairperson Wakefield commented that the Project Update and Information Sharing Reports are no longer included in the agenda materials but are now posted as separate downloadable documents on the committee's meeting webpage. This change was requested by the Policy Board beginning with its January 2010 meeting. This change was made to reduce paper waste. She encouraged the members to review these materials on their own and asked if anyone had any question about the information provided in these reports. None were offered. .

Chairperson Wakefield invited the Staff Coordinator to comment on the 2010 NSDI CAP grant in the amount of $50,000 has been awarded to a proposal submitted by MetroGIS, Hennepin County, and 1000 Friends, entitled "Measuring Public Value of Geospatial Commons: A MetroGIS Case Study". Staff Coordinator Johnson noted that the responsible government entity is the Metropolitan Council, which will role serve as the custodian for the grant funds, and that the project team, comprised of MetroGIS participants and advisors from across the country and overseas, will direct the project. Member Harvey, who will serve as the research coordinator, commented on his expectations. He emphasized the goal to develop a methodology by which policy makers can objectively evaluate the value of data sharing as they consider implications of data access policy. Member Harvey, who will serve as the research director shared some comments on his expectations. Johnson encouraged invited members of the committee to contact him if they are interested in joining the advisory committee and encouraged the members to review the grant application if they had not already done so, noting that it is only 5 pages long.

7. ADJOURN
The meeting adjourned at 3:28 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS
Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: April 2010 Policy Board Meeting Highlights

DATE: May 20, 2010
             (For the Jun17th Meeting)

The following **major** topics were considered / acted on by the Policy Board on April 21st . Refer to the meeting at minutes for information about each item and other topics considered by the Board.

1. Regional Address Point Dataset –Phase I Plan
   The following strategic Phase I components were endorsed to authorize development to proceed on the proposed Regional Address Points Dataset, with the understanding that Policy Board approval will be sought prior to commencing Phase 2:
   a) Phase 1 workplan
   b) Interim policy statement to govern the creation and initial operation of the proposed Regional Address Points Dataset.
   c) Interim liability waiver for organizations who elect to contribute address point data as part of Phase 1.
   d) Database specifications

2. Guidance 2010 Work Plan / Budget Refinements
   In response to being informed that the partnering resources required to launch the proposed Geo Applications Innovations Competition had not materialized as had been anticipated when the project was included in the 2010 work plan and budget, the Board:
   a) Directed that any new project that is financed with funds that had been allocated to the Geo Applications Creative Innovations Competition should align with one or more of the four goals for the Competition listed in the agenda report.
   b) Requested Chairperson Schneider to work with Coordinating Committee leadership to define new uses for approximately $29,000 in funding and revise the 2010 MetroGIS work plan and budget, accordingly.
   c) Directed that before acting on the revised 2010 work plan and budget, obtain Board ratification of the proposed changes.

3. Glossary of GIS and Geospatial Terms
The following actions were approved:
   a) Accept Glossary of Geospatial and GIS Terminology, as proposed by the Coordinating Committee
   b) Direct staff to post the glossary on the MetroGIS Website, as described in the agenda report.

   Note: Following the Board meeting, a link called "glossary" was added to the front page of the MetroGIS website (http://www.metrogis.org).

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5a

TO: Coordinating Committee

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

SUBJECT: Minnesota Geospatial Commons – Test Implementation

DATE: June 3, 2010
(For the Jun 17th Mtg.)

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

Mark Kotz, Chair of the Geospatial Commons and Technical Leadership Workgroups, will attend the June 17th Committee meeting to explain progress made on the Mn Geospatial Commons project. The Project Charter is presented in Attachment A.

<u>BACKGROUND</u>
The Geospatial Commons Workgroup has not been part of the MetroGIS budget for 2010, though a new enhancement to the project is being proposed for $5000 in the 2010 budget. The Workgroup expects to have a funding request as part of the 2011 MetroGIS budget and expects to provide more specific information by mid September, prior to the Committee endorsing a 2011 MetroGIS work plan and budget. The request will not be for more than 25% of the project resources.

<u>PURPOSE AND RELEVANCE TO METROGIS COMMUNITY AND BEYOND</u>
Quoting from the project plan document (attached):

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

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

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

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

<u>RECOMMENDATION</u>
That the Committee recommend that the Policy Board endorse the proposed Minnesota Geospatial Commons – Test Implementation.

ATTACHMENT A

Project Plan

Project Name: Minnesota Geospatial Commons – Test Implementation

Date: 05/18/2010   Version: 1.1

Prepared By: Mark Kotz

A   Executive Summary

Business Need/Opportunity

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

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

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

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

Statement of Work

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

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

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

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

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

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

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

B   Scope Overview

Business Scope

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

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

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

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

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

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

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

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

C   Project Team

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

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

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

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

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

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

Survey Team: Plan and implement a user survey

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

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

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

D   Project Schedule

Key project tasks, responsible groups and estimate hours:

Detailed project schedule is provided below.

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

Project Tasks with Estimated Completion Dates and Total Person Hours Required

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

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

E   Communication Plan

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

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

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

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

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

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

F   Issues Management

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

G   Project Plan Documents Summary

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

H   Approval

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

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

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

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

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

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

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5b

TO: Coordinating Committee

FROM: Francis Harvey, Research Coordinator - QPV Study
Randall Johnson, Administrative Coordinator - QPV Study (651-602-1638)

SUBJECT: Measuring Public Value of Geospatial Commons: A MetroGIS Case Study
(*Short Title - MetroGIS QPV Study*)

DATE: June 2, 2010
(For Jun 17th Meeting)

INTRODUCTION

The purpose of this report is to update the Committee on the status of the MetroGIS QPV Study. This study is supported by a $50,000 federal grant that was awarded to the project in April.

The primary objective for pursuing this study is to create a replicable methodology capable of quantifying value (direct and indirect) to both the taxpayer and participating government organizations attributable to data sharing, specifically parcel data. (See Attachment A for an overview of the design and deliverables.)

The funding authority is the Federal Geographic Data Committee (FGDC), through its National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program (CAP) program.

PROJECT STATUS

In late April, Danielle Scarfe and Molly Managan, with W4Sight, Chicago, IL, were retained to assist with several components of the study. They joined Francis Harvey and Randall Johnson the week of May 4 for training on a Return on Investment (ROI) methodology developed by Geospatial Information & Technology Association (GITA), use of which is a requirement of the grant funding.

The study is comprised of four major tasks. Completion is anticipated by June 2011. Work on Task 1 officially launched the week of May 10. The purpose of Task 1 is to describe the costs and benefits to Hennepin County of utilizing geospatial technology to manage parcel data. Gary Swenson, Hennepin County GIS Manager, is assisting with support of Task 1. Due to limited resources, the scope of this prototyping effort has been limited to parcel data, in particular, that which adheres to standards that support interoperability. Progress can be followed on the study website at http://sdiqpv.net/sdiqpv/Welcome.html.

STUDY MANAGEMENT TEAM AND PROSPECTIVE ADVISORY TEAM MEMBERS

At the March Committee and April Policy Board meetings, members were invited to serve as study advisors, in particular, related to defining survey questions and identifying interview candidates with desired expertise. Those who have expressed interest are listed in Attachment B.

IMPACT ON 2010 WORK PLAN AND BUDGET

Through the process of developing the proposed QPV methodology, progress is expected to also be made on developing next-generation performance measures called for in the MetroGIS's new Performance Measurement Plan, adopted by the Policy Board last October. Prior to receiving this grant award, $15,000 had been allocated in MetroGIS's 2010 budget to develop these next-generation measures. However, since it is unlikely the QPV study results will be far enough along in 2010 to do more than develop a Request for Proposals by year-end, work on the performance measurement project is proposed to be moved to 2011. (See Agenda Reports 5c and d.)

RECOMMENDATION

That Committee members:

1)   Ask questions, as needed, to understand the study purpose, deliverables, and design.
2)   Identify any individuals that should be added to the listing of advisors in Attachment B, whose expertise would be valuable to this study.

Fact Sheet
MetroGIS Quantify Public Value (QPV) Study
(*June 2010*)

Introduction and Context:
Does this situation sound familiar? You are a GIS program manager. Your intuition tells you that sharing geospatial data produced by your organization would likely result in substantive efficiency improvements for your organization but without hard numbers to prove your case, sharing remains a novel thought. If so, MetroGIS's Quantify Public Value (QPV) Study, summarized below, will hopefully provide a means to act on your intuition. Our goal is to create a replicable methodology capable of quantifying value (direct and indirect) to both the taxpayer and participating government organizations attributable to data sharing, specifically parcel data.

David Claypool, a visionary active in the early Twin Cities (Minnesota) geospatial community, asserted that "organizations that are using GIS on their own are not getting the full benefit of the technology". Subsequently, MetroGIS was created to foster knowledge sharing and sharing of resources to accomplish collaborative solutions to shared geospatial needs. The mission being "to expand stakeholders' capacity to address shared geographic information technology needs and maximize investments in existing resources through widespread collaboration of organizations that serve the Twin Cities metropolitan area". The culture of the geospatial profession, which serves the Twin Cities, has enthusiastically embraced the notion of using the natural intra-organizational integrating capacities of geospatial technology to improve organizational effectiveness and understands that public value is created in so doing.

Need for Quantitative Measures of Value:
Over the past decade, MetroGIS completed eleven stakeholder testimonials to document public value created through its efforts. Substantive organizational efficiency improvements have been described. These testimonials, or qualitative measures of value created, provide insight and value but leadership acknowledged, in adopting MetroGIS's second performance measurement plan, that quantitative measures are needed to fully realize MetroGIS's mission because more complex, cross-sector solutions are desired than the current structure is capable of accomplishing.

Study Funded:
Acting on this need, a proposal for a 2010 NSDI CAP Grant was submitted. The awarded project proposes development of a methodology capable of quantitatively measuring public value created when organizations actively participate in a geospatial commons. The study is entitled *"Measuring Public Value of Geospatial Commons: A MetroGIS Case Study"*, "*MetroGIS Quantify Public Value (QPV) Study*" for short. The lead proposers represent major stakeholders in the Twin Cities geospatial community (spatial data infrastructure) – 1000 Friends of Minnesota, Hennepin County, MetroGIS, and the Metropolitan Council. The 300 local and regional organizations that serve the seven-county, Minneapolis-St. Paul metropolitan area - the MetroGIS community - comprise the study domain. The territorial focus of the study is Hennepin County, the 32nd largest county in the United States by population. The study involves participation by representatives from multiple government, non-profit, utility, industry, and academic interests.

Understanding the public value of data sharing is a key issue in discussions surrounding spatial data infrastructure (SDI) development and continued support. The proposed QPV methodology extends the Return on Investment (ROI) methodology developed by the Geospatial Information & Technology Association (GITA) to account for multiple uses and reuse chains of parcel data produced by Hennepin County. Due to limited resources, the scope of this prototyping effort has

been limited to parcel data, in particular, that which adheres to standards that support interoperability. QPV takes into account value chains and reuse benefits over a longer-term perspective. The results of the Hennepin County-based ROI component will be shared with an international team of scientific advisors who are experts on SDI. These experts will assist in defining shortcomings in the ROI methodology that must be resolved to effectively account for value chains and reuse benefits which create public value.

Status of QPV Study:

The federal cooperative funding agreement was executed in April. W4Sight was then retained to assist with major components of the study. The study officially launched on May 10, 2010. It consists of four major tasks. Completion is anticipated by June 2011. Task 1 involves conducting GITA's ROI analysis for Hennepin County; defining costs and value internal to Hennepin County of utilizing geospatial technology to manage parcel data. Task 2 involves defining benefits for a SDI environment, initiating the outward looking QPV analysis, and is scheduled to begin in September 2010. Experts specializing in SDI development will be invited to participate, beginning with Task 2.

Contact Information:

-Study Administrative Matters: Randall Johnson, MetroGIS Staff Coordinator,
  randy.johnson@metc.state.mn.us
-Study Research Matters: Francis Harvey, University of Minnesota, francis.harvey@gmail.com
-The project website is http://sdiqpv.net
-MetroGIS's website is http://www.metrogis.org

ATTACHMENT B

QPV Advisory Team <u>Prospective</u> Members
(*May 25, 2010*)

Research/Scientific Community- Spatial Data Infrastructure (SDI) Experts:
1) Joep Crompvoets (Joep.Crompvoets@soc.kuleuven.be) - Belgium
2) Cameron Easton (cameron.easton@scotland.gsi.gov.uk) - United Kingdom
3) Yola Georgiadou (georgiadou@itc.nl) - Netherlands
4) Doug Halsing (dhalsing@usgs.gov) – US (Washington D.C.)
5) Kate Lance (klance_remote@yahoo.com or Kate.T.Lance@nasa.gov) – US (Texas?)
6) Bastiaan von Loenen (B.vanLoenen@tudelft.nl) - Netherlands
7) Roger Longhorn (ral@alum.mit.edu) - Belgium
8) Zorica Nedovic-Budic (zorica.nedovic-budic@ucd.ie)- Ireland
9) Martin Plante (Martin.Plante@USherbrooke.ca) - Canada
10) Abbas Rajabifard (abbas.r@unimelb.edu.au) - Australia
11) David Tulloch (dtulloch@crssa.rutgers.edu) – US (New Jersey)
12) Danny Vandenbroucke (danny.vandenbroucke@SADL.kuleuven.be) – Belgium

General Advisors (*survey questions and interview candidates*):
13) Bob Samborski (bsamborski@gita.org) – US (Colorado)
14) Economist working w/King County, WA or Cy Smith (cy.smith@state.or.us) – US (Oregon)
15) David Arbeit (david.arbeit@state.mn.us) – US (Twin Cities)
16) Larry Charboneau (larry@ncompasstech.com) US (Twin Cities)
17) Will Craig (wcraig@umn.edu) – US (Twin Cities)
18) David DiSera (ddisera@ema-inc.com) – US (Twin Cities)
19) Mike Dolbow (mike.dolbow@state.mn.us) US (Twin Cities)
20) Kathie Doty (kdoty@umn.edu) – US (Twin Cities)
21) Laura Kalambokidis - U of M Economist (kalam002@umn.edu) – US (Twin Cities)
22) Tony Pistilli (tony.pistilli@metc.state.mn.us) – US (Twin Cities)
23) Steve Swazee (sdswazee@sharedgeo.org) – US (Twin Cities)

_____

QPV Study Management Team:
- Randall Johnson, Administrative Coordinator, MetroGIS Staff Coordinator
- Francis Harvey, Study Research Coordinator, U of M
- Danielle Scarfe, W4Sight, Research Consultant
- Gary Swenson, GIS Manager, Hennepin County

Advisors to Study Management Team
- Terry Schneider, Mayor Minnetonka (city in Hennepin County), Chair MetroGIS PB)
- Peter Henschel, Carver County GIS Manager
- Randy Knippel, Dakota County GIS Manager
- Sally Wakefield, Ex Dir 1000 Friends Mn, Chair MetroGIS Coordinating Committee
- *Private Sector Rep- TBD*

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Revisions - 2010 Work Plan and Budget

DATE: June 2, 2010

REQUEST

Approval is requested from the Coordinating Committee for recommended revisions to MetroGIS's 2010 work plan and 2010 budget as described herein.

This proposal was developed, in accordance with direction received from the Policy Board on April 21, by the staff support team in collaboration with the Technical Leadership Workgroup (TLW) and leadership of the Policy Board and Coordinating Committee. Chairperson Schneider has been included in the process to develop the recommended changes to expedite the approval process.

The Committee's eVote process was attempted in an effort to provide as much time as possible to make substantive progress on the proposed new uses by year end, but the process requirements were not able to be met.

REASONS FOR RECOMMENDED REVISIONS

Two principal drivers have resulted in a need to reallocate $57,000 in funding that had been designated for projects that will not proceed as had been anticipated when the 2010 work plan was adopted in January.
1) Cancellation of the Geo Applications Innovations Competition
2) Award of federal NSDI CAP grant to undertake Quantify Public Value study (*Agenda Item 5b*)

OVERVIEW OF REVISIONS TO PROJECTS FUNDED BY METROGIS

(*See attached work plan and budget for specifics)*

Cancelled Projects:

a)	~~Geo Applications Innovations Competition:~~	~~$15,000~~
b)	~~Populate Metadata for GeoServices Finder (prerequisite for competition)~~	~~$ 3,500~~

Postponed Projects (*primarily awaiting results of Quantify Public Value study*)

a)	~~Phase II Performance Metrics~~	~~$15,000~~
b)	~~Three communication-related projects~~	~~$12,000~~
c)	~~Technical Assistance for Contributions to Address Points Dataset~~	~~$10,000~~
d)	~~Miscellaneous outreach/admin~~	~~$ 1,500~~

Proposed/Revised Projects (*A synopsis of each of these projects is provided on the next page*)

a)	2nd Generation Shared Information Needs Assessment		$20,000
b)	Refresh/add Web 2.0 Functionality to MetroGIS website		$12,000
c)	Revised Performance Metrics project	~~$15,000~~	$10,000
d)	Consolidated Clip, Zip, and Ship Tool		$5,000
e)	Geocoder Service Enhancements		$10,000

RECOMMENDATION

That the Coordinating Committee:
1) Accept the revisions to 2010 MetroGIS work plan and "foster collaboration" budget , as presented in this report.
2) Recommend that the Policy Board ratify these revisions.

PROPOSED/REVISED 2010
METROGIS-FUNDED PROJECTS

1. Project Name:

Second - Generation Shared Information Needs Analysis - Phase I (*Activity A1*)

Amount requested
$20,000 Estimated. Actual cost dependent upon results of RFP

Summary
Conduct an assessment to identify geospatial needs (e.g., data, services and applications) shared by the cross-sector, stakeholders that comprise the MetroGIS community and conduct an exercise to define the highest priorities. The MetroGIS Staff Coordinator would serve as the project manager. A workgroup would oversee development of the RFP and conduct of the assessment. Phase 1 2010 – Retain contractor and work on process design.

How funding would be used
Funding would be used to retain a consultant to work under the general direction of MetroGIS workgroup.

Benefit to MetroGIS community
Ensure that MetroGIS's efforts to foster collaborative solutions to shared needs are relevant to changing stakeholder needs.

_____

2. Project Name:

Zip, Clip & Ship Functionality for Minnesota Geospatial Commons (*Activity A2a*)

Amount requested
$5,000

Summary
Hire programming consultant to develop a tool for agencies to make available zip, clip & ship functionality of datasets via their services within the Minnesota Geospatial Commons. Jessica Deegan, with the Council's GIS Unit, would serve as project manager.

How funding would be used
Funding would be used to hire programming assistance in two distinct pieces.

1) Develop a template geoprocessing model for agencies to implement zip, clip & ship functionality from their data services.

2) Develop functionality to consolidate requests for the end user from federated data storage/service delivery points.

The funding request estimates 50 hours for a senior level programmer at $100 per hour. *Estimate based on current going rate for $95/ hour consulting fees for a senior programmer at MnGeo.*

Benefit to MetroGIS community
Having a zip, clip & ship mechanism in the Commons would restore functionality for an end user acquiring clipped data downloads. This functionality was initially a part of DataFinder Café but is presently not supported. In addition, MetroGIS data and services customers would have consolidated access to clipped data from variety of other data sources, such as Mn DNR and MnGeo.

_____

Metro Geocoder Service Enhancements (*MetroGIS Framework Service*) (*Activity A2b*)

Amount requested
$10,000

Summary
Hire programming consultant to accomplish the "Geocoder Extensions" listed below. Nancy Read, with Metropolitan Mosquito Control District, would serve as project manager. A RFP process may be needed for the parser functionality component.

Geocoder Extensions – Funding Request, 2010
The Metro Geocoder is one of the first examples of a MetroGIS project that delivers a working web service that involves processing on endorsed data sets, not just delivering data. It can be used as a basic part of fulfilling other potential web service projects, such as the Proximity Finder / Jurisdiction Finder. It can use the new Addressable Units data set as a data source, and could be used in conjunction with the Address Edit tool. It could easily be expanded to provide a statewide geocoding solution. It demonstrates the use of open source code for solution development.

There are a few things about the current Geocoder implementation that users have requested be revised to expand use:
1. Add a "universal search" parser front-end so user could send service a text string and it figures out which parts are street (or intersection or landmark), city, state, zip. Currently the end-user application has to be set up to enter parts separately. Example:

Users would like to be able to enter this in one string, similar to major online public geocoders.

2. Add return of a "standardized" address, possibly USPS

3. Add an easy batch interface – the State geocoder group now getting started (Mike Dolbow, Kent Treichel, Tim Zimmerman, John Wiersma) is particularly interested in a batch interface, but other metro users have also used the existing geocoder that way

4.   More code/instructions/examples for using geocoder with ESRI products

5. The current PAGC geocoder code requires the underlying data to be delivered in shapefile format, which it then converts to Berkely DB for internal use. Some in the PAGC development community would like to convert how PAGC runs so that it can use data directly from sources such as Navteq or anything in SQLite. This would make it easier for us locally to package our current web service for setting up redundant sites, or to set up automatic updates of underlying data. The full proposal from the programmer to the PAGC development community is available at http://www.deadwrite.com/pagc_restructure.pdf

The original Geocoder group includes Jim Maxwell (TLG), Dave Bitner (MAC), Kent Treichel (MN Dept. of Revenue), Pete Olsen, Chris Cialek, and Jim Dickerson (LMIC), Bob Basques (City of St. Paul), Gordy Chinander (Metro Emergency Services Board), Mark Kotz (Metro Council), and Nancy Read (MMCD, project manager and contact for correspondence, nancread@mmcd.org, 651-643-8386). Additional participants for Landmarks: Matt McGuire (Metro Council), Ron Wencl (USGS). We plan to coordinate with the State Geocoder group (listed above) as well.

How funding would be used
Funding would be used to hire programming assistance

Benefit to MetroGIS community
A more responsive geocoding service that can be called up to support numerous stakeholder applications.

_____

4. Project Name:

Develop Performance Measurement Methods/Metrics - Phase I (*Activity B1*)

Phase I – Make as much progress as possible in 2010

Amount requested
$10,000 Estimated in 2010. Actual cost dependent upon results of RFP

Summary
In October 2009, the Policy Board adopted an updated Performance Measurement Plan. This plan provides guidance for development of actual metrics to measure progress toward accomplishing outcomes defined for MetroGIS's efforts. The results of the in-progress MetroGIS Quantify Public Value (QPV) study are expected to provide insight and information valuable to the development of metrics, hence, work on metrics development has been postponed until sufficient progress is made on the QPV study. The MetroGIS Staff Coordinator would serve as the project manager. A workgroup would oversee development of the RFP to retain a consultant assistance and oversee conduct of the project.

How funding would be used
Funding would be used to retain a consultant to work under the general direction of MetroGIS workgroup.

Benefit to MetroGIS community
One cannot manage what one cannot measure. MetroGIS cannot achieve it stated mission (enhance stakeholder operating capacity) unless its efforts are able to remain relevant to changing stakeholder needs. MetroGIS leadership cannot be sure that MetroGIS's efforts are relevant without a means to progress/impact. The purpose of this project is to provide these means.

_____

5. Project Name:

Refresh and Expand Collaborative Functionality of MetroGIS Website (*Activity B1*)

Phase I –Needs Assessment and Design Specifications

Amount requested
$12,000 Estimated. Actual cost dependent upon results of RFP

Summary
The design of the metrogis.org website was last modified in 2001. Redesign is needed to update the site's look and feel, improve functionality, restructure current content organization, expand its purpose to meet more user needs, and simplify content management. One goal of this organization is to incorporate Web 2.0 functionality so that MetroGIS partners can easily participate in shared project work tasks, discuss ideas, opinions and preferences without the need to physically attend a meeting. Another is to improve the manner in which the institutional memory is organized to expedite locating information about the range of MetroGIS activities, successes and initiatives. Tanya Mayer, with the Council GIS Unit, would serve as the technical project manager.

How funding would be used
Funding would be used to retain a consultant to work under the general direction of MetroGIS workgroup.

Benefit to MetroGIS community
If a clear understanding of shared geospatial needs must exist in order to ensure that MetroGIS is able to pursue timely collaborative solutions that are relevant to changing stakeholder needs.

ATTACHMENT A

MetroGIS 2010 Program Objectives
(Recommended Revisions - June 2010)

*(Objectives proceeded with "**" cannot be fully achieved without these additional resources).*

Program Objective (Numbers intended to designate relative importance)	Priority	Status - Comments	Estimated Non-Staff MetroGIS Expense	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities[a].	**Very High**	Ongoing. Directive in the 2008-2011 Business Plan established this item as the top annual priority. Key to maintaining relevance to changing stakeholder needs.	N/A	Designated Custodians and Staff Coordinator
~~3~~2. Execute a Next-Generation Street Centerline Data Access Agreement	**Very High**	In process. The current agreement will expire 12/31/10. A RFP is anticipated to be published by mid-summer.	N/A	Staff Coordinator
~~123~~. ** Pursue implementation of a more fully developed geographic data, applications and service broker, including "explore methods for Enhancing Trust in reliability of shared services", as it is a requirement to achieve the former" (formerly Item 13).	**~~Very~~ High**	In process. A component of catalyzing cross-sector partnerships– a top priority of the Policy Board leadership. Collaborating with MnGeo via joint workgroup. Geospatial Commons Test implementation in progress. • Retain a programming consultant to create a clip, zip and ship function valuable to DataFinder	 $5,000	Technical Leadership Workgroup - Mark Kotz, Chair
~~13. ** Explore methods for Enhancing Trust in reliability of shared services.~~ _(combined with old #12, new #3)	~~**High**~~	~~2009 objective postponed to 2010 per Policy Board decision on July 22, 2009. A requirement to accomplish Item 12.~~		~~Technical Leadership Workgroup - Mark Kotz, Chair~~
4. **Implement a Regional Address Points Dataset and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	**Very High**	In process. Application development anticipated to begin late spring 2010 via contract with Applied Geographics. Phase I contributions to actual regional dataset began spring 2010. Technical assistance/outreach plan to assist producers contribute data to be devised for 2011 implementation	1) *Prior funding* ~~2) $10,000~~ *(premature for 2010)*	Address Workgroup - Mark Kotz/Nancy Read Co-project mangers.
5. Develop Quantify Public Value (QPV) methodology (Incorporates 2009 work plan task "Investigate impact of cost recovery on ability to achieve desired data sharing")	**Very High**	In process. Key component to catalyzing cross-sector partnerships – a top priority of Policy Board leadership. Study launched May 2010 with fed grant. Anticipated completion June 2011. Results expected to provide insight for Items 7, 10 and 11.	N/A	Staff Coordinator, Francis Harvey, and W4Sight, LLC

Program Objective (Numbers intended to designate relative importance)	Priority	Status - Comments	Estimated Non-Staff MetroGIS Expense	Lead Responsibility
~~5~~6. **Implementation solutions to shared technical geospatial (web service / applications) needs: a) Best Image Service (*2009 funded project*) b) Government Service Finder Prototype (*2009 funded project*) ~~c) Host a Web Feature Services contest modeled after the Apps for Democracy contest hosted by Washington D.C.~~c) Part of 5c. ~~d)**Populate metadata for GeoServices Finder, including creation of a template to promote standardization~~ (*Potential future component of the MN Geospatial Commons project - Item 3.*) c) (*See #3 - consolidated clip, zip and ship functionality*) d) Geocoder Service Enhancements (*MetroGIS Framework Service*)	**Very High** **Very High** ~~Very High~~ ~~Very High~~ **Very High** **Very High**	Ongoing. Pursuit of Regional GIS Projects is a key means to address research and development needs as well as demonstrate value to policy makers This generic objective is called out as a separate. In so doing, each of these projects plays a key role to accomplishing objectives vital accomplishing long-term sustainability.	Prior year funding Prior year funding ~~$18,500~~ ~~$3,500~~ (*see Item 3*) $10,000	Project workgroups that proposed the projects with advice from the Technical Leadership Workgroup - Mark Kotz, Chair.
~~8~~7. **Conduct second-generation shared information needs assessment. (Phase I: Retain contractor and imitate work on research design.) (*Results of Quantify Public Value (QPV) study (#5) expected offer some insight.*)	**Very High**	Not started. Key component to catalyzing cross-sector partnerships. Identified in Business Plan to be conducted in conjunction with shared application needs assessment. In November 2008, a forum was hosted to identify shared application and service needs. Actionable results for several shared service needs but on progress on shared application opportunities. Complimenting this activity: Performance Measurement Plan calls for actions to understand and act on emerging needs and continually assess user satisfaction via surveys and peer review forums.	$20,000 (Phase I)	Staff Coordinator with advice from consultant and TLW
8. Refresh and expand functionality of MetroGIS's organizational website (metrogis.org) to better support collaboration. (e.g., improve ease of access, support on-line collaborative document editing, add survey tools.) (*Phase I –Needs Assessment and Design Requirements*)	**Very High**	Defined as a need during the 2008-2011 Business Planning process. No substantive changes have been made to the architecture since 2001.	$12,000	Staff Coordinator and Council GIS Unit support TBD

Program Objective (Numbers intended to designate relative importance)	Priority	Status - Comments	Estimated Non-Staff MetroGIS Expense	Lead Responsibility
119. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs	**Very High**	In process. Related to exploring partnering opportunities with non-government interests. Also a high priority of the National Geospatial Advisory Committee (NGAC). MetroGIS's experience and needs were integrated into a white paper developed by the NGAC Governance Subcommittee and endorsed by the full NGAC on 12/2/09 and subsequently set as a 2010-2011 NGAC work priority	N/A	Staff Coordinator
710. Develop specific performance measure methods (measures of public value) to implement 2009 Performance Measurement Plan. Phase I Fall 2010 – Develop RFP, assuming sufficient progress on QPV study (Item 5) (Component of 2010 Quantify Public Value (QPV) study (#5).	**Very High**	On hold for QVP Study: Second phase of the Performance Measurement Plan update process accomplished in 2009. The Updated Plan calls for annual assessments of stakeholder satisfaction with MetroGIS's efforts via surveys. Coordinate performance measurement survey design with development of research method for 2nd generation shared information needs evaluation (Item 8)	$15,00010.000 (Phase I)	Staff Coordinator with supplemental professional services
STRETCH OBJECTIVES *TIME AND RESOURCES PERMITTING*				
611. Expand effort related to "fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests. (Component of Quantify Public Value (QPV) study (#5).	**Very High**	On hold for QVP Study. Coordinate with surveys proposed for the next-generation Performance Measures (Item 11). Design to address the intent of the action "Evaluate stakeholder participation relative to needs to achieve current regional objectives" called for in Item "f", Section VIII of the Business Plan"	N/A (Coordinate with Item 10)	Staff Coordinator with supplemental professional services to assist with defining the methods and materials.
		TOTAL	**$57,000**	

Program Objective (Numbers intended to designate relative importance)	Priority	Status - Comments	**Estimated Non-Staff MetroGIS Expense**	Lead Responsibility
~~2~~12. Continue to seek addition of dedicated Technical Coordinator and technical administrative resources to the MetroGIS support team. (On Hold for Results of Quantify Public Value (QPV) study (#5) might offer some insight.).	**Very High**	In process Key to maintaining relevance to changing stakeholder needs A. Continue to investigate options to secure this resource via contributions from multiple interests, once the results of the 2010 QPV study (Item #3) are available. B. In the absence of dedicated technical coordination resources: 1) To the extent possible, the Technical Leadership Workgroup will continue to serve as a surrogate technical coordinator. 2) When possible, retain the services of a project/technical coordinator on a project-by-project basis.	N/A	Staff Coordinator with advice from Technical Leadership Workgroup – Mark Kotz, Chair

---

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

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

ATTACHMENT B

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

(*See Following Page*)

Main Activity	Sub-Activity	2010 Approved (1/27/2010)	2010 Recommended Revisions (6/2010)
Professional Services/Special Projects		**$55,500**	**$57,000**
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs		
	(1) Host Web Feature Services Contest (assumes other partners)	$15,000	
	(2) Populate Metadata for Geoservices Finder (*in conjunction with A1, above*)	$3,500	
	(3) Techncial Assistance/Outreach to Populate Regional Address Points Dataset (***Postpone to 2011***)	$10,000	
	(1) Conduct Second -Generation Shared Information Needs Analysis / Ensure Stakeholder Needs are Understood (***Phase I***)	*Part of B(1)* old	$20,000
	(2) Regional GIS Projects:		
	(a) Consolidated clip, zip and ship tool Geosptial Commons/ DataFinder		$5,000
	(b) Geocoder Enhancements		$10,000
	B. Organizational Development and Communication Projects		
	(1) Develop Performance Measurement Methods to Implement New Plan Adopted 2009 (***Phase I - Design***)	$15,000	$10,000
	(2) Refresh and Expand collaborative functionality of MetroGIS web site (***Phase I - Design***)		$12,000
	(2) Develop a Plan to Address Known Risks and Obstacles to Sharing (e.g., Security, Licensing, Budgets, etc.)[ii]	$7,000	$0
	(3) Develop new Communications/Outreach Plan	$3,000	$0
	(4) Design New Outreach Materials[i]	$2,000	$0
	(5) Leadership Development Plan (*based upon 10 key elements defined in 2008*)	[iv]	[iv]
	C. Technical Coordinator Outsource Contract (assumes other partners 3+/- year pilot)	*TBD* [v]	$0
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement** (*contract payments to counties per 2009-2011 agreement*)	**$28,000**	**$28,000**
Outreach		**$2,100**	**$600**
	Printing Outreach Materials (e.g., Information Brochure) *Item B(4) must precede.* [vi]	$500	$0
	Advocacy/Networking Mileage (200 m/mo x $.48/mile = $1,152) [vii] [viii]	$1,200	$500
	Annual Report/Informational Brochure (see above)		
	● *Postage – 800 postcards ($0.30=$240) in addition to 1500+ via email*)	$300	$50
	● *Minimal for other communications*	$100	$50
Misc Office		**$400**	**$400**
	Website Domain registration (www.metrogis and www.datafinder - $32/ea)	$64	$64
	Specialty Team/Forum Support Materials	$336	$336
	TOTAL NON-STAFF PROJECT FUNDS	**$86,000**	**$86,000**

NOTES:

[i] Develop/update of outreach materials to follow Outreach Plan Update project. See Item B(3).

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

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

[iv] If sufficient budgeted funds remain uncommitted as of the October Policy Board meeting pursue an out source contract

[v] TBD. Needs to be proceeded by agreement on a organizational structure that permits sharing of ongoing administrative costs and if other sources of funding
are determined to be potentially available, decide how much of MetroGIS's funds should be redirected.

[vi] Rely on limited on-demand printing for handouts. Otherwise distribution of PDFs via Internet

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

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

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2011 MetroGIS Work Plan – Preliminary Comment

DATE: June 3, 2010
               (For Jun 17th mtg.)

REQUEST

A preliminary listing of program objectives for 2011 is presented in Attachments A. Comment is requested from the Committee as to any:

1) Projects that should be added
2) Projects that should be modified
3) Changes in the relative priority for projects that are in process
4) Project objectives which are not clear
5) Interest in serving a project manager for each of three candidate projects that possess promise to demonstrate benefit to policy makers.

Once this general information is provided, a survey is proposed to give each member an opportunity to further comment , in particular on the priority that should be given to the ten TBD programming options. The results will be used to develop a 2011 work plan and budget for consideration by the Committee at its September meeting.

MAJOR ASSUMPTIONS

- The Metropolitan Council's 2011 budget will provide funding for MetroGIS of not less than provided for 2010 ($86,000 for non-staff expenses).
- The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on several application related priority objectives while efforts are in play to secure a dedicated Technical Coordinator.
- Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, continue to be performed in accordance with expectations. These roles and the organizations that support them are presented in Attachment B.
- Representatives from key stakeholder organization will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.
- An agreement will be executed between the Metropolitan Council and a qualified data provider authorizing access to street centerline data beyond 2010 consistent with requirements of the current agreement.

THEMES FOR 2011 PROJECTS/ACTIVITIES

A. <u>Unresolved Key Needs Defined in Business Plan</u>**:** Some 30 program objectives were identified in the 2008-2011 MetroGIS Business Plan. They are listed in Attachment B and are sorted by the eight major activity areas defined in the Plan and by relative priority within each activity area. The preliminary 2010 work plan (Attachment A) includes projects that tie back to these 30 objectives.

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

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

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

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

C. <u>Focus on Objectives That Underpinned The Cancelled Geo Applications Innovations Competition:</u>
In the course of revising the 2010 work plan (Agenda Item 5c), the Policy Board asked the Committee to identify a project(s) aligned with the four objectives as that underpinned the cancelled Geo Applications Innovations Competition (see Reference Section). This direction is also sound reasoning for development of the 2011 work plan, in particular, the "demonstrate value to policy makers" and "catalyze partnership" objectives. The following three prospective projects are offered for consideration in this light. A synopsis of about each is provided in the Reference Section. Designation of a project manager is needed to proceed beyond the concept presented in the Reference Section.

- Place-based Budgeting Web Application
- Emergency Preparedness Structures Web Application
- Geospatially Enabling Community Collaboration (GECCo Initiative)

<u>RECOMMENDATION</u>
In preparation for an online preference survey, Committee members are encouraged to comment on the preliminary 2011 work plan information provide in Attachment A as follows:

1) Identify any desired projects that are missing
2) Offer preferences for changes in relative priority for projects that are in process.
3) Ask questions, as needed, to ensure understanding of the project options.
4) Comment on whether the three projects ideas in Section C warrant further consideration and, if so, identify prospective candidates to serve as the project manager.

REFERENCE SECTION

GOALS THAT UNDERPINNED THE CANCELLED GEO APPLICATIONS INNOVATIONS COMPETITION

The following four goals underpinned MetroGIS's decision to host of the Geo Applications Innovations Competition. The sources of these goals are the 2008-2011 MetroGIS Business Plan (*organizational goals – OG*) and a workshop hosted by MetroGIS in November 2008 to define shared service needs (*project goals – PG*) [order of listing is not intended to imply relative importance]:

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

- Demonstrate the Value of Web Services/Applications to Policy Makers (OG): Assist decision makers better understand the value to their business operations that can be realized using web services and / or applications supported by web services when standardized across multiple jurisdictions.

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

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

CANDIDATE 2011 REGIONAL GIS (TECHNICAL) PROJECTS

Each of the following candidate projects aligns with one or more the four goals that underpinned the Now Cancelled Geo Applications Innovations Competition (see Context Section on the front page):

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

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

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

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

ATTACHMENT A

MetroGIS 2011 Program Objectives
(*Preliminary for Comment*)

(*Objectives proceeded with "**" cannot be fully achieved without these additional resources*).

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities[a].	**Very High**	<u>Ongoing.</u> Directive in the 2008-2011 Business Plan established this item as the top annual priority. Key to maintaining relevance to changing stakeholder needs	N/A	Designated Custodians and Staff Coordinator
2. **Implement solutions to shared technical geospatial (web service/ application) needs: a) Complete Best Image Service (*funded 2009*) b) Complete Government Service Finder Prototype (*funded 2009* c) *??Place-based Budgeting Web Application* d) *??Emergency Preparedness Structures Web Application*	**Very High** **Very High** **TBD** **TBD**	Pursuit of Regional GIS Projects is a key means to address research and development needs as well as demonstrate value to policy makers. This generic objective is called out as a separate. In so doing, each of these projects plays a key role to accomplishing objectives vital accomplishing long-term sustainability.	Prior year Prior year TBD TBD	Project workgroups with advice from the Technical Leadership Workgroup
3. Complete Quantify Public Value (QPV) study and methodology development. (*Incorporates task in 2009 work plan "Investigate impact of cost recovery on ability to achieve desired data sharing"*)	**Very High**	<u>Project in process.</u> Key component to catalyzing cross-sector partnerships required to sustain support. Federally funded study launched May 2010. Anticipated completion June 2011. Results expected to provide insight for Items 5, 6 and 12.	$5,000 (*Contingency to address currently unrecognized opportunities*)	Staff Coordinator, Francis Harvey, and W4Sight, LLC

4. Continue to seek addition of dedicated Technical Coordinator and related technical administrative resources to the MetroGIS support team.
 	
(On hold for results of QPV Study results are available, which is anticipated June 2011)
	Very High	<u>On Hold.</u> Key to maintaining relevance to changing stakeholder needs
		 A. Continue to investigate options to secure this resource via contributions from multiple interests, once the results of the 2010 QPV study (Item #3) are available.
		 B. In the absence of dedicated technical coordination resources:
		  1) To the extent possible, the Technical Leadership Workgroup will continue to serve as a surrogate technical coordinator.
		  2) When possible, retain the services of a project/technical coordinator on a project-by-project basis.
			N/A	Staff Coordinator with advice from Technical Leadership Workgroup – Mark Kotz, Chair

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
5. Develop specific performance measure methods (measures of public value) to implement 2009 Performance Measurement Plan (*Substantive progress needed on QPV study (Item #3) to complete this project, results need to be integrated*)	**Very High**	Key component to defining value and sustaining support commitments. This project is the second phase of the Performance Measurement Plan update process accomplished in 2009. The Updated PM Plan calls for annual assessments of stakeholder satisfaction with MetroGIS's efforts via surveys. Consider coordinating performance measurement survey design with research method for second generation shared information needs evaluation (Item 9)	$10,000 *(Assumes Phase 1 initiated in 2010)* *Actual dependent on RFP*	Staff Coordinator in conjunction with supplemental professional services
6. **Complete second-generation shared information needs assessment. (Integrate with results of QPV study (Item #4) and follow-on QPV Item 3)	**Very High**	Key component to catalyzing cross-sector partnerships. Identified in the Business Plan as an objective to be conducted in conjunction with shared application needs assessment (Item "d". Section I of the Business Plan" The emphasis placed on actions to understand and act on emerging needs called for in the Updated Performance Measurement Plan complements this objective, as is the call to continually assess user satisfaction via surveys and peer review forums.	$15,000 *(Assumes Phase 1 initiated in 2010)* *Actual dependent on RFP*	Staff Coordinator with advice from the TLW and professional services consultant
7. **Develop/populate the Regional Address Points Dataset and oversee the data population process to resolve issues as they occur.	**Very High**	<u>Project in process.</u> Key deliverable to engage cities, utilities, and emergency management interests. • Provide technical assistance to aid producers contribute address point data • Make presentations at county user group meetings, conferences, etc. and sponsor workshops to encourage participation/contributions	$5,000	Address Workgroup - Mark Kotz/Nancy Read, Co-project managers.
8. **Implement a more fully developed geographic data, applications and service broker (MN Geospatial Commons). This item includes "explore methods for Enhancing Trust in reliability of shared services", as it is a requirement to achieve the former.	**Very High**	A component of catalyzing cross-sector partnerships– a top priority of the Policy Board leadership. Collaborating with MnGeo via joint workgroup. • Partner for test implementation project	Up to $5,000??	Technical Leadership Workgroup - Mark Kotz, Chair

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
9. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs	**Very High**	Key to establishing and sustaining cross sector (non-government) partnerships. Also a high priority of the National Geospatial Advisory Committee (NGAC). MetroGIS's experience and needs were integrated into a white paper developed by the NGAC Governance Subcommittee, endorsed by the full NGAC on 12/2/09, and subsequently set as a 2010-2011 NGAC work priority.	$5,000??	Staff Coordinator and professional services consultant
10. Streamline Data Access for Emergency Responders	**TBD**	Key component to catalyzing cross-sector partnerships. Explore leveraging GITA's GEOCo Initiative to accomplish.	Partner up to $5,000?	Partner with MnGeo Emergency Management Workgroup
		TOTAL	**$TBD**	
STRETCH OBJECTIVES *TIME AND RESOURCES PERMITTING*				
11. Refresh and expand functionality of MetroGIS's organizational website (metrogis.org) to better support collaboration. (e.g., improve ease of access, support on-line collaborative document editing, add survey tools.)	**TBD**	Implementation Phase. Defined as a need during the 2008-2011 Business Planning process. No substantive changes have been made to the architecture since 2001.	TBD (If funding not committed to higher priorities)	Staff Coordinator and Council GIS Unit support TBD
12. Expand effort related to "fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests. Leverage and integrate results of QPV study (Item #3)	**TBD**	Coordinate with surveys proposed for the next-generation Performance Metrics and Next Generation Information Needs Assessment. Design to address the intent of the action "Evaluate stakeholder participation relative to needs to achieve current regional objectives" called for in Item "f", Section VIII of the Business Plan"	$10,000??	Staff Coordinator in conjunction with supplemental professional services to assist with defining the methods and materials.
13. Apply QPV methodology to MetroGIS's "foster collaboration" function and/or other endorsed regional solutions to shared geospatial needs	**TBD**	Important to demonstrating public value created/benefits a key component to sustaining/ growing support. Assumes Item #5 is successful	TBD? (If other priorities do not materialize)	Staff Coordinator and professional services consultant.
14. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	**TBD**	Need identified by Policy Board Chair Spr. 2009. Dependent upon securing the planned Supplemental Professional Services Contractor (Postponed to 2011 due to procurement issues and support requirements for higher priority projects.)		Staff Coordinator in conjunction with supplemental professional services

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
15. Building upon the key elements defined for a Leadership Development Plan in 2008; agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	**TBD**	Development of strategies to attain the deliverables called for in the key elements defined fall 2008. Dependent upon securing the planned Supplemental Professional Services Contractor.		Staff Coordinator in conjunction with supplemental professional services
16. **Explore Geospatial Marketplace – (Collaboration Registry/Portal)	**TBD**	The TAT considered this idea on April 17, 2008 and did believe it to be a good use of resources, given other higher priorities.		
17. **Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	**TBD**	Carry over. The presence of Supplemental Professional Services (see item 1) and a Technical Coordinator are needed to free up sufficient time to effectively address this objective		Staff Coordinator in conjunction with advice from Technical Leadership Workgroup
18. Expand Outreach Plan to include a marketing component	**Premature**	Policy Board directive July 2007 distinguishes marketing from outreach. Postpone until Outreach Plan updated (Item 14)		
19. **Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	**Premature**	Postpone until Performance Metrics surveys are complete. The Policy Board directed on July 22, that the survey of stakeholders called for in the next-generation Performance Measurement Plan is to be incorporated into this activity. Also dependent upon securing a qualified Supplemental Professional Services Contractor.		Staff Coordinator in conjunction with supplemental professional services
20. **Populate metadata for GeoServices Finder, including creation of a template to promote standardization.	**Premature**	Postpone until Mn Geospatial Commons is closer to operational. Decide if this should be a MnGeo responsibility		???
21. **Conduct Peer Review Forums for endorsed regional solutions to shared information needs	**Premature**	Postpone until after the second generation needs are known: Dependent upon availability of supplemental technical and administrative support. Should be coordinated with Item #4 and surveys associated with performance metrics (Item # 7.		

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
22. **Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset	**Premature**	<u>Postpone</u> until Peer Review Forum hosted for Street Centerline Dataset that is the subject of the agreement to go into effect January 1, 2011		
23. **Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 16, above) .	**Premature**	Postpone until the Geospatial Commons (portal) project is complete. If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to "Prepare a support Plan for DataFinder". Otherwise, consolidate with a plan for the replacement application.		
24. **Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.	**Premature**	Premature use of limited resources until work completed to identify priorities for shared application needs. Potentially a component of MnGeo Geospatial Commons initiative.		

[1] Traditional activities that comprise the MetroGIS "foster collaboration" function include*:*

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

ATTACHMENT B

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

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

II. Regional Data Solutions	
(2 roles) **County:** *Anoka* (Parcels, County/MCD Boundaries)	Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf) Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf)
(2 roles) **County: Carver** (Parcels, County/MCD Boundaries)	
(2 roles) **County: Dakota** (Parcels, County/MCD Boundaries)	(All seven counties have agreed to assume responsibility for the same roles and responsibilities concerning the region parcel and city/county boundaries datasets. Their combined level of support was estimated in 2007 to involve **20+ FTE**. This effort includes surveyors, assessors, and GIS staff.)
(2 roles) **County: Hennepin** (Parcels, County/MCD Boundaries)	
(2 roles) **County: Ramsey** (Parcels, County/MCD Boundaries)	
(2 roles) **County: Scott** (Parcels, County/MCD Boundaries)	(Counties use these data to manage property-related records and to support their tax collection responsibilities.)
(2 roles) **County: Washington** (Parcels, County/MCD Boundaries)	

(1 role) **DNR** - Land Cover	Manage regional database and collaborative process to acquire land cover data compatible with agreed upon data content standards. DNR uses this database to support a number of its metro area natural resources and wildlife management programs. Annual support is about **.5 FTE.** (For detailed roles see www.metrogis.org/data/datasets/land_cover/policy_summary.pdf)
(1 role) **University of Minnesota Population Center** (Socioeconomic Characteristics)	Manage content of Socioeconomic Resources Website at www.datafinder.org/mg/socioeconomic_resources/index.asp. Annual support is about **.2 FTE.** (For detailed roles www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf)
(5 roles) **Metropolitan Council**	
⟹ Census Geography data	Produce census geography data at time of decennial census that align with other locally produced foundation geospatial data. (For detailed roles see www.metrogis.org/data/datasets/census/policy_summary.pdf)
⟹ County/MCD Boundary data	Assemble boundary data produced by counties into regional dataset. (See County Boundaries above for the specific roles)
⟹ Planned Land Use data	Develop and manage regional dataset. (For detailed roles see www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf)
⟹ Parcel data	Assemble parcel data produced by counties into regional dataset. (See County Parcels above for the specific roles.)
⟹ Street Centerline data	Contract with The Lawrence Group to maintain data to desired specifics. (For detailed roles see www.metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf)
III.--Regional Web Services and Applications	

(1 role) – **Metropolitan Council**
  Host DataFinder Application (one-stop data discovery
  and distribution portal)
	Maintain hardware and software platform for DataFinder and DataFinder Café and maintain currency of metadata posted on DataFinder. …... ……
	    (For details see Section 1.3.2 - www.metrogis.org/about/business_planning/bplan_0305.pdf)

(1 role) – **MnGeo**
  Host Geocoder Service
	Maintain hardware and software platform required to host the regional Geocoder service.
	   (For details see – *adoption of the regional policy statement anticipated July 2010)*

(1 role) – **MnGeo**
  Host GeoServices Finder
	Maintain hardware and software platform required to host GeoServices Finder.
	   (For details see – *adoption of the regional policy statement anticipated Oct 2010)*

(Total of 25 roles supported by 11 different organizations)	

ATTACHMENT C

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

Notes: Work on a project in one activity area often achieves objectives in another area as well.

Work Program Item (## added 9/12/07 by Coordinating Committee.)	Overall Rank	Suggested Program Year	Requires Additional Technical Support	Status June 2010
I. Develop and Maintain Regional Data Solutions to Address Shared Information Needs				
a. Execute Next-Generation Parcel Data Sharing Agreement. Current agreement expires 12/08. (*Also Areas 3 and 6*)	1	2008		Completed.
b. Execute Street Centerline Agreement. Current agreement expires 12/09. (*Also Areas 3 and 6*)	2	2009		Completed
c. Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications (*Also Area 6*)	5	2008*		Completed
d. Conduct second generation identification of shared information needs (Related to Activity 2a - Shared Application Need Assessment).	6	2009	X	**No progress – Proposed for Revised 2010 Workplan**
e. Make substantive progress to achieve vision for next-generation (E911 Compatible) Street Centerlines dataset. (*Also Areas 3 and 6*)	8	2009	X	**Partially addressed** with Ib. A workgroup also defined a high-level strategy for improvements which was forwarded to MnGeo for statewide action
f. Decide next steps for emergency preparedness regional solution. (*Also Area 6*)	9	2009	X	**Combined with MnGeo efforts - Also 2011 project proposal to partner with GITA to use their GECCo program to refine relationships/opportunities**
g. Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. This includes implementation of a web-editing application to foster participation by smaller entities. (*Also Areas 3 and 6*)	13	2008	X*	**In process:** Web editing application contract was not able to be let until May 2010. Policy Board approval of a Phase I database development plan authorized April 2010

h. Achieve regional solution for jurisdictional boundaries such as school districts and water management organizations.	20	2009		**No progress** – Need to secure regional custodian commitments.
i. Investigate partnering opportunities with non-government Interests. (*Also Areas: 2, 3, and 7*)	28	2008	X	**Some progress.** _Set as the top priority in 2007_ Defining shared web services in 2008 resulted in implementation of valuable services but no partnering. Effort to foster partnering via hosting of a Geo Applications Innovations Competition failed to attract required funding partners. A focus of MetroGIS's 2010 "Measuring Benefits of Geospatial Commons" study.
Conduct Peer Review Forums. Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.	32	2009+	X	**None hosted since Business Plan adopted in 2007**. .
<td colspan="5" align="center">**II. Expand Endorsed Regional Solutions To Include Support And Development Of Application Services**</td>
##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. (*Also Area 8*)	N/A	Begin 2007 2008	X	**Some progress.** _This was the highest priority next step when the Business Plan was adopted in Oct 2007._ Economic slowdown resulted in a hiring freeze. Investigation of partnered funding for new hire also failed as no defined deliverable. Created Technical Leadership Workgroup (TLW) as a temporary surrogate and increased outsourcing overseen by (TLW). 2010 "Measuring Benefits of Geospatial Commons" is viewed as a means to define benefit needed to justify investments.
a. Develop policy framework and plan for shared applications and begin implementation (e.g., define the range of sharing options and those appropriate for MetroGIS).	3	Begin 2007 2008	X	**Premature awaiting defining of shared applications.** _This is a top priority in moving toward an expanded scope._
b. Apply lessons learned from Geocoding Pilot Project.	10	2008*		**Completed**. Several improvements to original application implemented
c. Implement ApplicationFinder. (*Also Area 6*)	11	2008	X	**Some progress with implementation of GeoServices Finder.** Joint MetroGIS/MnGeo workgroup (MN Geospatial Commons) also in progress
d. Pursue web-based "message board" to facilitate partnering on shared application needs.	16	2008?	X	**Premature**: To be pursued after, or with, development of ApplicationFinder (Priority 11).

III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available, and Enlisting More Users				
a. Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data sharing and interoperability. (*Also Area 6*)	4	2008	X	**Ongoing.** Informal communication as the opportunity arises.
b. Advocate for MetroGIS's efforts in development of statewide geospatial polices.	14	Ongoing		**Satisfied.** MetroGIS is well represented on MGAC and MnGeo workgroups.
c. Develop a management and support plan for DataFinder which incorporates tactics suggested in this Business Plan. (*Also Area 6*)	24	2009	X	**Not started.** Implement after Activities 8f and 8g.
d. Investigate enhancements to DataFinder. (*Also Area 6*)	30	2009?	X	**In process.** Component of MN Geospatial Commons project. Full compliance premature until after Activities 3c, 8f and 8g, if a need is identified.
e. Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder, and investigate the potential for an "open source data model." (*Also Area 6*)	31	2008 metadata "lite" component	X	**No action.** Work on as specific data models are considered. Related to 2010 MetroGIS study - Measuring Public Value of Geospatial Commons"
f. Investigate impact of cost recovery policies on the ability to achieve desired data sharing. (*Also Areas 1 and 6*)	34	?		**In process** - Focus of 2010 MetroGIS study - Measuring Public Value of Geospatial Commons" The Board asked to address within the context of a practical, as opposed to a theoretical, situation.
IV. Promote a Forum for Knowledge Sharing				
a. Host or co-host educational forums. (*Also Area 2*)	7	2008?		**No action**. Need to decide purpose of forums
b. Leverage electronic tools.	12	Ongoing		**As opportunity arises.** This is a component of the "fostering collaboration" function: "Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders"

V. Build Advocacy and Awareness of the Benefits of Collaborative Solutions to Shared Needs				
a. ##Update the Outreach Plan. Focus on ensuring stakeholder awareness of regional datasets and DataFinder, not on increasing participation in the MetroGIS organization.	N/A	Fall 2007		**No progress**. Added on 9/12/07. The Coordinating Committee concluded the existing Outreach Plan should be updated. No progress due to need to dedicate resources to higher priority projects.
b. Develop briefing materials to support leaders' advocacy for benefits of collaboration among their peers. (*Also Area 6*)	17	2009		**Remains premature**: Implement after shared application role is defined.
c. Expand MetroGIS Outreach Plan to include a marketing component and begin implementation. (*Also Area 6*)	33	2009		**No progress**. Board direction July, 2007: Not sure if "marketing" is appropriate. Once shared applications role is defined reassess need and purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered.
VI. Expand MetroGIS Stakeholders				
a. See III.a "Working relationships with adjoining jurisdictions."				Expands relationships beyond metropolitan area
b. See If "Next steps for emergency preparedness solution."				Expands types of users
c. See I.g "Addresses of Occupiable Units."				Expands types of users, in particular with cities
d. III.e "Geospatial Marketplace				Expands relationships with non-government users
VII. Maintain Funding Policies that Make the Most Efficient and Effective Use of Available Resources and Revenue for System-Wide Benefit				
a. Advocate for legislative funding initiatives valuable to outcomes defined by MetroGIS. (*Also Area 6*)	15	Ongoing		**No action.** Implement as opportunities arise.
b. Update Performance Measurement Plan (e.g., measures of public value) to align with Business Plan.	21	2008		**Completed Phase I.** Phase II on hold for results of MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study" Proposed as 2011 project
c. Investigate creation of a partnership, or joint powers body, to expedite cost sharing on shared data acquisitions, applications, etc. (*Also Area 6*)	25	2009	X?	**In process.** Staff Coordinator is a member of NGAC Subcommittee tasked with recommending options. Objective - Seeks to streamline management and spending of funds (contracting and intellectual property rights) when multiple organizations are involved.
d. Foster community-focused philosophy regarding GIS return on investment	26	Ongoing		**In process.** MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study" and related Phase II performance measures project.

VIII. Optimize MetroGIS Governance and Organizational Structure				
. ##**Ensure accomplishments are maintained while continuing support of foundation activities for traditional "foster collaboration" function.** [2]	N/A	Ongoing		**Called out as top annual work objectives priority**. The Coordinating Committee concluded on 9/12/07 that continued support of these ongoing activities functions should be articulated as a priority need.
b. ##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. (*Also Area 2*)	N/A	Begin 2007 2008	X	**Minimal progress.** *Highest Priority Next Step expectation 2007* See Section II.
c. Develop a Leadership Succession Plan and ensure adequate support.	18	Begin2007 2008		**Phase I completed**. No progress on Phase II.
d. Update operating guidelines to align with this Plan.	19	2009		**Premature.** Pursue after Outreach (Priority 33a) and Performance Measurement Plans (Priority 21) are updated.
e. Update Performance Measurement Plan (measures of public value) to align with this Business Plan. Implement Performance Measurement Plan.	21	2008	X?	**Completed Phase I.** Phase II on hold for results of MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study"
f. Evaluate stakeholder participation relative to needs to achieve current regional objectives.	22	2009	X	**Indirect progress.** Related to MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study". This is also a component of Activities 8g, 8h, and 8i.
g. Conduct Participant Satisfaction Survey.	23	2009		**Indirect progress.** Related to MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study". No other progress awaiting progress on "shared applications" implementation is underway (Activity 2a, Priority 3).
h. Seek reaffirmation of role expectations by key stakeholders (i.e., sponsors and custodians).	27	Begin 2007		**Ongoing.** Formal endorsement was not expected, rather indirectly via renewal of agreements.
i. Conduct an evaluation of "Organizational Competencies" once Technical Leadership resource need is addressed and a plan for addressing shared applications is in place.	29	2009 (2008, time permitting)		**Premature.** Awaiting adoption of "shared applications" plan and resolution of current technical leadership support needs, complete the work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN, to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competency resources and needs related to applications are established.

[2] The referenced on-going "foster collaboration" functions are listed in Attachment A:

ATTACHMENT D

Geospatially Enabling Community Collaboration: The GECCo Initiative

"…reduce and/or eliminate the vulnerability of the infrastructures of society's complex technology systems that increase the difficulty for attacks on U.S. systems.."

Excerpt, Homeland Security Presidential Directive 7

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

Purpose of the GECCo Initiative

Critical infrastructure is vital to a community that depends on it for economic security, quality of life, delivery of service, and governance. Disruption of one or more critical infrastructure assets would have a profound negative effect on all sectors within that community. Recognizing the importance of our infrastructure interdependencies, GITA began an initiative in 2004 called "Geospatially Enabling Community Collaboration," or GECCo. The purpose of GECCo workshops is to facilitate an interactive dialogue at the local level among community infrastructure stakeholders to begin to address collaboration and information exchange issues that inhibit effective response and recovery in times of emergency. The workshops employ an interactive, cooperative approach to enhance existing security-

Water

Transportation

Electric

Oil and Gas

Telecom

Continuity of Govt

Emergency Services

46
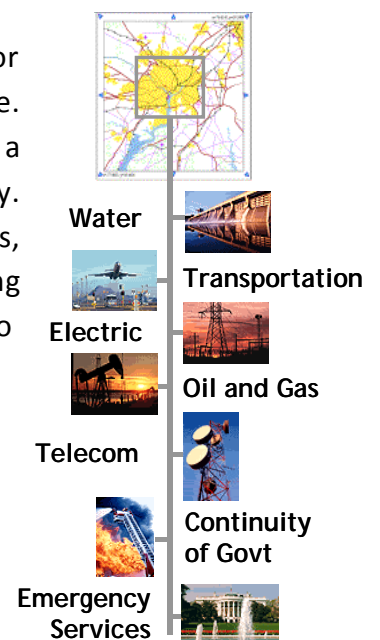
related efforts and enable community stakeholders to develop a framework by which public and private organizations can better collaborate in order to protect critical infrastructure. This framework includes intra- and inter-organizational collaboration and coordination, effective practices and guidelines, information access and exchange, interoperability and enterprise architecture, and data and technology requirements.

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

Results to Date

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

Community Collaboration

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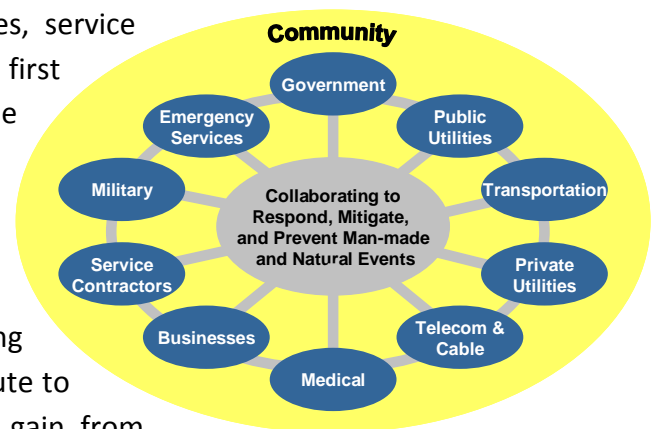
About GITA

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

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5e

TO: Coordinating Committee

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

SUBJECT: Use NexTrip Application to Demonstrate Data/Service Improvements

DATE: May 25, 2010
                     (For the Jun 17[h] meeting)

INTRODUCTION

The purpose of this report is to share with the Committee three accomplishments for its information and comment:

1) Metropolitan Council's publishing of a base map service.
2) NCompass Street Centerline database has been enhanced to include a "road character" field allowing for more control over symbology and continuity in cartographic display.
3) Metro Transit new web service-based, NexTrip Application which leverages the base map service mentioned above among other services.

Matt McGuire, with the Metropolitan Council's GIS Unit, has agreed to make this presentation.

DATA/ WEB SERVICE ENHANCEMENTS

- **Metropolitan Council Base Map Service.** Includes political boundaries, roadways, parks, lakes and rivers, land marks, and transit information. The Base Map is updated on a quarterly basis (roughly: January, April, July, October) to allow for changes to roadways and major political/administrative boundary changes. Intermittent changes may occur between major quarterly updates. It is available free of charge for direct use via map services via direct link from metadata posted on DataFinder.

- **Road Character Field (RD_CHAR). "**Road character" is defined as the most noticeable observable characteristic of a road from the point of view of a person on the ground. Is it an expressway, a major road, or a local road? The new codes are as follows. Licensed users received notice of this enhancement with the database update released on March 10 :

  - Road Character–. Attributes are coded as such:
  - RC10 = Freeway
  - RC20 = Trunk Highway
  - RC30 = Primary Highway
  - RC40 = Major Road
  - RC50 = Residential and other paved roads
  - RC60 = Ramps
  - RC70 = Gravel and unpaved roads
  - RC80 = Walkways that have addresses

RECOMMENDATION

That the Committee decide:

1) If, the Metro Transits NexTrip Application is a suitable topic for a GIS Technology Demonstration to the Policy Board. If so, offer comments as to the topic areas to focus on.
2) If there is merit to pursuing establishment of cartographic standards / best practices to ensure a coordinated system of base map services.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration Topic – July 2010 Policy Board Meeting

DATE: May 24, 2010
             (For Jun 17th Meeting)

INTRODUCTION
The Committee is asked to agree on a GIS Technology Demonstration topic for the Policy Board's July meeting and a person(s) to present it.

SURVEY RESULTS PRESENTED TO POLICY BOARD
In early March, a survey was conducted to identify prospective demonstration topics of the greatest interest to Policy Board members. The top four topics are listed in the table below. The complete survey results are presented in Attachment A. The complete results were shared with the Committee at its March meeting and with Policy Board members at its April Board meeting. The top ranked topic, "Coordinated Data Management via Internet - Council and Counties", was demonstrated at the April Policy Board meeting.

ADDITIONAL OPTIONS
At the April meeting, Policy Board members commented that they would be comfortable if the topics ranked 2-4 in the survey results below were to be scheduled for the next three Policy Board meetings:

CANDIDATE DEMONSTRATION TOPICS	POLICY BOARD RANKING (# PB)	OVERALL RANKING	DOT EXERCISE TOTAL VOTES
1) Coordinated Data Management via Internet - Council and Counties (***Presented at April PB Meeting***)	2.57 (7)	2.22	26
2) Emergency response maps consistent across jurisdictions, based on U.S. National Grid	2.28 (6)	1.96	26
3) Multi-county collaboration for public access property information application	2.14 (5)	2.15	20
4) Collaborative Application Development Among Counties (general)	2.00 (5)	2.20	30

Policy Board members also recognize that other strong presentation options will likely be identified. For example, a topic identified after the survey was in progress is the **emergency management web application**, referred to as the Minnesota Structures Collaborative (MSC). Randy Knippel is knowledgeable about this application. In addition, the **NexTrip** application, which is scheduled to be demonstrated to the Committee at the June meeting (Agenda item 5f), may also be found worthy of consideration as a topic to present to the Policy Board. .

RECOMMENDATION
That the Coordinating Committee:
1) Decide if the Emergency Management Web Application" and/or the NexTrip application merit inclusion as options for GIS Technology Demonstrations to the Policy Board
2) Agree on a GIS Technology Demonstration topic for the July 2010 Policy Board meeting.
3) Agree on a preliminary ordering of presentation candidates for subsequent Policy Board meetings, to be confirmed prior to each Policy Board meeting.

ATTACHMENT A

Survey Results –Technology Demonstration Priorities

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

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

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

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg.
June 17, 2010

1. CALL TO ORDER
Chairperson Wakefield called the meeting to order at 1:03 p.m. and asked the others in attendance to introduce themselves.

Members Present: Cities: Bob O'Neill for Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* Peter Henschel (Carver), Jim Bunning (Scott); Mike Fiebiger (Ramsey), and David Brandt (Washington); *Federal*: Ron Wencl (USGS); *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board, Amanda Nygren for David Bitner (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council) and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits*: Sally Wakefield (1000 Friends of Minnesota); *Special Expertise*: Keith Anderson for Ben Verbick (LOGIS), *State*: Lisa Miller for Joella Givens (MN/DOT); *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker for Mark Doneux, Capital Region Watershed District.

Members Absent: *Academics*: Jeff Matson (U of M); *Business Geographics*: (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* Bill Brown (Hennepin), John Slusarczyk (Anoka), Randy Knippel (Dakota); *Metropolitan:* Mark Vander Schaaf (Metropolitan Council); *Special Expertise*: Brad Henry (URS Corp.); *Schools*: Dick Carlstrom; and *State*: David Arbeit (MnGeo) and Tim Loesch (DNR).

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator Team, Mark Kotz, Chair of the Address and Technical Leadership Workgroups, and Matt McGuire (Metropolitan Council).

2. ACCEPT AGENDA
Member Bitner moved and Member Gelbmann seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY
Member Wencl moved and Member Read seconded to approve the March 21, 2010 meeting summary, subject to correcting the spelling of Doug Matzek's last name in the Members Present section. Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING
Chairperson Wakefield asked if anyone had any questions about the information provided in the agenda report. None were offered.

5. ACTION AND DISCUSSION ITEMS
a) Minnesota Geospatial Commons - Test Implementation
Mark Kotz, Chair of the Minnesota Geospatial Commons Workgroup, a joint MetroGIS and MnGeo effort, summarized the Geospatial Commons initiative. Click here to view the presentation slides. Kotz concluded his presentation with an overview of the of the Clip, Zip and Ship tool development proposal for which $5,000 is included in the revised 2010 budget (Agenda Item 5c).

The group asked several questions related to the functional capabilities of the proposed Commons, including:
- Will the Commons be public facing? Yes. All agreed if consumer web services are proposed that the Commons will be widely useful. Will KML format be supported? Yes. What will be the standard projection? The projection will be left up to the producer.

- Will the data be stored on the Common's server or will the user be pointed to servers hosted by the producers? TBD but the goal is a seamless process whereby the user gets what they need when needed. How this is accomplished is secondary.
- Will the commons convert Shapefile format to other formats. TBD. Nancy Read commented that this is a need for the in-progress Proximity Finder project and, as such, encouraged the two project managers to share information.
- Who will be hosting the Commons portal website? MnGeo is hosting the test implementation. The long-term host is to be determined as part of the proposed test. All agreed that an up-time guarantee is becoming more and more critical as mission critical business functions begin to incorporate web services served via the Commons. Charboneau noted that NCompass has incorporated Metro Geocoder into numerous metro area school district websites. He gave a strong endorsement for the functionality but also cautioned that up-time needs to be guaranteed if we are to see continued integration by users into mission critical applications.
- Gelbmann commented that addressing the up time need is a component of a parallel effort to ensure the service is "trusted". Kotz offered that the workgroup is currently looking into a combination of user ranking, testimonials from users, links to producers for easy access to needed information, and provision of metadata like documentation as strategies to improve trust of the services by the user community.

Chairperson Wakefield complemented the project, noting that it has great potential and encouraged the Committee to offer an endorsement as requested by Kotz. She also encouraged expansion of the Commons workgroup to include non-profit and for-profit members as soon as possible.

Motion: Member Brandt moved and Member Chinander seconded that the Coordinating Committee recommend that the Policy Board endorse the proposed Minnesota Geospatial Commons – Test Implementation. Motion carried ayes all.

b) **Quantify Public Value (QPV) of Geospatial Commons Study**
Staff Coordinator Johnson summarized the information provided in the agenda report. Harvey commented that the study is comprised of two major components – Return on Investment study internal to Hennepin County and a Quantify Public Value study. The second phase is outward looking, building on the first component results.

Read asked how is this study different from other studies, including those associated with GASB34 reporting requirements? Harvey noted that although other Return on Investment studies have been conducted, they are generally "project" or "enterprise" focused. He noted that the project team is not aware of any studies that have attempted to define value created at the regional level.

Johnson and Harvey closed by stating that results of the Task 1 interviews should be complete by the time of the September Committee meeting and they expected to provide a presentation to the Committee along with a more thorough overview of next steps at that time.

c) **2010 Program Objectives/Budget Revisions**
Staff Coordinator Johnson summarized suggested revisions to the 2010 Work plan and Budget as presented in the agenda report. Chairperson Wakefield asked the members if they were aware of any "shovel ready" projects that should be added to the list of candidate projects prepared by staff. Read offered a storm water related project that is nearing the pilot testing phase. After some discussion, the Staff Coordinator offered an opinion that this project has standing given that it is an outgrowth the hydrology information need defined as a priority some time ago, assuming that a willing and qualified project manager is available to lead it. O'Neil commented that he would like to know more about the benefits and drivers before authorizing the project as a regional GIS pilot project. Chinander asked if a seamless metro wide storm water dataset exists. Read responded that it does not. Chinander commented that such a dataset would be of great value to the emergency response community.

All agreed that the suggested 2nd generation needs assessment should be among the top priorities for the revised 2010 work plan.

Motion: Member Read moved and Member Chinander seconded to that the Coordinating Committee:
1) Accept the revisions to 2010 MetroGIS work plan and "foster collaboration" budget , as presented in the agenda report, subject to adding the storm water project identified during the Committee's discussion if, upon review of a forthcoming project description the project sufficiently benefits the region and a qualified project manager is demonstrated to be available. And, if this is the case, the Phase II Performance Measurement project would be postponed to 2011.
2) Recommend that the Policy Board ratify these revisions.

Motion carried ayes all.

d) Preliminary 2011 Program Objectives
Staff Coordinator Johnson summarized each of ten candidate 2011 projects preliminarily offered for the Committee's comment. He also explained that the proposed funding amounts are intended to be flexible because the actual costs will not be known until the RFP results are received.

The group agreed that the proposed 2nd generation needs assessment is needed to effectively set priorities for 2011 and beyond. The group also concurred that in addition to setting priorities for information need, organizational needs should also be evaluated. Staff clarified the proposed needs assessment is intended to begin in 2010 and extend into 2011 and, as such, it shows up in the budget for both years for a total of $35,000.

After some discussion, it was agreed that the proposed 2nd generation needs assessment should be the means by which priorities are set for 2011 and beyond, with the understanding that in-progress and previously authorized projects would be the focus of 2011 work until the needs assessment results are known. Staff explained that the next step would be to share this strategy with the Policy Board at its July meeting and incorporate the Board's direction into a formal recommendation to be considered by the Committee at its September meeting.

e) Demonstrate Regional Street Centerline Dataset Enhancement and Met Council Base Map Service with Met Transit NexTrip Application
Matt McGuire, Metropolitan Council GIS Unit, updated the Committee on the addition of a "road character" field to the NCompass Street Centerline Dataset and a base map recently developed by the Council that is used in Metro Transit's NexTrip application. Click here to view McGuire's presentation slides. The group concluded that this demonstration should added to the list of candidates for Policy Board presentations

f) GIS Technology Demonstrations
Staff Coordinator Johnson summarized the information presented in the agenda report. All agreed the 2nd ranked priority (the top priority was presented at the April meeting) identified at the March meeting should be selected for the Policy Board's July meeting. The Staff Coordinator agreed to contact Member Knippel to ask if he would be willing to present it. Members Bunning and Henschel agreed to present the 3rd ranked priority if Knippel is not available.

6. NEXT MEETING
The next meeting of the Coordinating Committee is scheduled for September 16th.

PROJECT UPDATES AND INFORMATION SHARING
Chairperson Wakefield asked if there were any questions or comments about the agenda materials posted as separate downloadable documents on the Committee's meeting webpage.

Chinander offered information on an in progress investigation of GITA's GECCo initiative, noting that more should be known by the Committee's September meeting if partnering with GITA would be valuable to MetroGIS's efforts. Chinander noted that our preference to include policy makers is not typically part of the GECCo method but they see the value and are investigating how to modify the methodology to do so.

7. **<u>ADJOURN</u>**
The meeting adjourned at 3:28 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS   Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Thursday, September 16, 2010
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

********************* *Following Report Distributed Only Via MetroGIS Website* ***********************

7. **Information Sharing**
    a) Sept 22-23 NGAC meetings
    b) Sept MGAC Meeting
    c) Metro and State Geospatial Initiatives Update
    d) Federal and National Geospatial Initiatives Update
    e) Presentations / Outreach / Studies

8. **Next Meeting**
    December 16, 2010

9. **Adjourn**

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 for more information

1. CALL TO ORDER
Chairperson Wakefield called the meeting to order at 1:03 p.m. and asked the others in attendance to introduce themselves.

Members Present: Cities: Bob O'Neill for Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* Peter Henschel (Carver), Jim Bunning (Scott); Mike Fiebiger (Ramsey), and David Brandt (Washington); *Federal*: Ron Wencl (USGS); *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board, Amanda Nygren for David Bitner (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council) and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits*: Sally Wakefield (1000 Friends of Minnesota); *Special Expertise*: Keith Anderson for Ben Verbick (LOGIS), *State*: Lisa Miller for Joella Givens (MN/DOT); *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker for Mark Doneux, Capital Region Watershed District.

Members Absent: *Academics*: Jeff Matson (U of M); *Business Geographics*: (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* Bill Brown (Hennepin), John Slusarczyk (Anoka), Randy Knippel (Dakota); *Metropolitan:* Mark Vander Schaaf (Metropolitan Council); *Special Expertise*: Brad Henry (URS Corp.); *Schools*: Dick Carlstrom; and *State*: David Arbeit (MnGeo) and Tim Loesch (DNR).

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator Team, Mark Kotz, Chair of the Address and Technical Leadership Workgroups, and Matt McGuire (Metropolitan Council).

2. ACCEPT AGENDA
Member Bitner moved and Member Gelbmann seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY
Member Wencl moved and Member Read seconded to approve the March 21, 2010 meeting summary, subject to correcting the spelling of Doug Matzek's last name in the Members Present section. Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING
Chairperson Wakefield asked if anyone had any questions about the information provided in the agenda report. None were offered.

5. ACTION AND DISCUSSION ITEMS
a) Minnesota Geospatial Commons - Test Implementation
Mark Kotz, Chair of the Minnesota Geospatial Commons Workgroup, a joint MetroGIS and MnGeo effort, summarized the Geospatial Commons initiative. Click here to view the presentation slides. Kotz concluded his presentation with an overview of the of the Clip, Zip and Ship tool development proposal for which $5,000 is included in the revised 2010 budget (Agenda Item 5c).

The group asked several questions related to the functional capabilities of the proposed Commons, including:
- Will the Commons be public facing? Yes. All agreed if consumer web services are proposed that the Commons will be widely useful. Will KML format be supported? Yes. What will be the standard projection? The projection will be left up to the producer.

- Will the data be stored on the Common's server or will the user be pointed to servers hosted by the producers? TBD but the goal is a seamless process whereby the user gets what they need when needed. How this is accomplished is secondary.
- Will the commons convert Shapefile format to other formats. TBD. Nancy Read commented that this is a need for the in-progress Proximity Finder project and, as such, encouraged the two project managers to share information.
- Who will be hosting the Commons portal website? MnGeo is hosting the test implementation. The long-term host is to be determined as part of the proposed test. All agreed that an up-time guarantee is becoming more and more critical as mission critical business functions begin to incorporate web services served via the Commons. Charboneau noted that NCompass has incorporated Metro Geocoder into numerous metro area school district websites. He gave a strong endorsement for the functionality but also cautioned that up-time needs to be guaranteed if we are to see continued integration by users into mission critical applications.
- Gelbmann commented that addressing the up time need is a component of a parallel effort to ensure the service is "trusted". Kotz offered that the workgroup is currently looking into a combination of user ranking, testimonials from users, links to producers for easy access to needed information, and provision of metadata like documentation as strategies to improve trust of the services by the user community.

Chairperson Wakefield complemented the project, noting that it has great potential and encouraged the Committee to offer an endorsement as requested by Kotz. She also encouraged expansion of the Commons workgroup to include non-profit and for-profit members as soon as possible.

Motion: Member Brandt moved and Member Chinander seconded that the Coordinating Committee recommend that the Policy Board endorse the proposed Minnesota Geospatial Commons – Test Implementation. Motion carried ayes all.

b) **Quantify Public Value (QPV) of Geospatial Commons Study**
Staff Coordinator Johnson summarized the information provided in the agenda report. Harvey commented that the study is comprised of two major components – Return on Investment study internal to Hennepin County and a Quantify Public Value study. The second phase is outward looking, building on the first component results.

Read asked how is this study different from other studies, including those associated with GASB34 reporting requirements? Harvey noted that although other Return on Investment studies have been conducted, they are generally "project" or "enterprise" focused. He noted that the project team is not aware of any studies that have attempted to define value created at the regional level.

Johnson and Harvey closed by stating that results of the Task 1 interviews should be complete by the time of the September Committee meeting and they expected to provide a presentation to the Committee along with a more thorough overview of next steps at that time.

c) **2010 Program Objectives/Budget Revisions**
Staff Coordinator Johnson summarized suggested revisions to the 2010 Work plan and Budget as presented in the agenda report. Chairperson Wakefield asked the members if they were aware of any "shovel ready" projects that should be added to the list of candidate projects prepared by staff. Read offered a storm water related project that is nearing the pilot testing phase. After some discussion, the Staff Coordinator offered an opinion that this project has standing given that it is an outgrowth the hydrology information need defined as a priority some time ago, assuming that a willing and qualified project manager is available to lead it. O'Neil commented that he would like to know more about the benefits and drivers before authorizing the project as a regional GIS pilot project. Chinander asked if a seamless metro wide storm water dataset exists. Read responded that it does not. Chinander commented that such a dataset would be of great value to the emergency response community.

All agreed that the suggested 2nd generation needs assessment should be among the top priorities for the revised 2010 work plan.

Motion: Member Read moved and Member Chinander seconded to that the Coordinating Committee:

1) Accept the revisions to 2010 MetroGIS work plan and "foster collaboration" budget , as presented in the agenda report, subject to adding the storm water project identified during the Committee's discussion if, upon review of a forthcoming project description the project sufficiently benefits the region and a qualified project manager is demonstrated to be available. And, if this is the case, the Phase II Performance Measurement project would be postponed to 2011.
2) Recommend that the Policy Board ratify these revisions.

Motion carried ayes all.

d) Preliminary 2011 Program Objectives
Staff Coordinator Johnson summarized each of ten candidate 2011 projects preliminarily offered for the Committee's comment. He also explained that the proposed funding amounts are intended to be flexible because the actual costs will not be known until the RFP results are received.

The group agreed that the proposed 2nd generation needs assessment is needed to effectively set priorities for 2011 and beyond. The group also concurred that in addition to setting priorities for information need, organizational needs should also be evaluated. Staff clarified the proposed needs assessment is intended to begin in 2010 and extend into 2011 and, as such, it shows up in the budget for both years for a total of $35,000.

After some discussion, it was agreed that the proposed 2nd generation needs assessment should be the means by which priorities are set for 2011 and beyond, with the understanding that in-progress and previously authorized projects would be the focus of 2011 work until the needs assessment results are known. Staff explained that the next step would be to share this strategy with the Policy Board at its July meeting and incorporate the Board's direction into a formal recommendation to be considered by the Committee at its September meeting.

e) Demonstrate Regional Street Centerline Dataset Enhancement and Met Council Base Map Service with Met Transit NexTrip Application
Matt McGuire, Metropolitan Council GIS Unit, updated the Committee on the addition of a "road character" field to the NCompass Street Centerline Dataset and a base map recently developed by the Council that is used in Metro Transit's NexTrip application. Click here to view McGuire's presentation slides. The group concluded that this demonstration should added to the list of candidates for Policy Board presentations

f) GIS Technology Demonstrations
Staff Coordinator Johnson summarized the information presented in the agenda report. All agreed the 2nd ranked priority (the top priority was presented at the April meeting) identified at the March meeting should be selected for the Policy Board's July meeting. The Staff Coordinator agreed to contact Member Knippel to ask if he would be willing to present it. Members Bunning and Henschel agreed to present the 3rd ranked priority if Knippel is not available.

6. NEXT MEETING
The next meeting of the Coordinating Committee is scheduled for September 16th.

PROJECT UPDATES AND INFORMATION SHARING
Chairperson Wakefield asked if there were any questions or comments about the agenda materials posted as separate downloadable documents on the Committee's meeting webpage.

Chinander offered information on an in progress investigation of GITA's GECCo initiative, noting that more should be known by the Committee's September meeting if partnering with GITA would be valuable to MetroGIS's efforts. Chinander noted that our preference to include policy makers is not typically part of the GECCo method but they see the value and are investigating how to modify the methodology to do so.

7. ADJOURN
The meeting adjourned at 3:28 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO:　　　　Coordinating Committee

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

SUBJECT:　July 2010 Policy Board Meeting Highlights

DATE:　　　August 17, 2010
　　　　　　　(For the Sept 16th Meeting)

The following **major** topics were considered / acted on by the Policy Board on July 21st . Refer to the meeting at minutes for information about each item and other topics considered by the Board.

1. Minnesota Geospatial Commons – Test Implementation

The Board endorsed the proposed Minnesota Geospatial Commons – Test Implementation project as recommended by the Committee.

2. Next Generation MetroGIS Needs Assessment

The Board ratified the Coordinating Committee's recommendation to pursue a next-generation needs assessment according to the scope described in the agenda report and with a target of April 2011 to present the results to the Board.

3. 2010 Work Plan / Budget Refinements Ratified

The Board revised the 2010 MetroGIS work plan and budget to authorize pursuit of the following five new projects during the second half of 2010, as recommended by the Committee:

.
a)	2nd Generation Shared Information Needs Assessment　(Phase I)	$15,000
b)	Refresh/add Web 2.0 Functionality to MetroGIS website (Phase I)	$17,000
c)	Consolidated Clip, Zip, and Ship Tool	$5,000
d)	Geocoder Service Enhancements	$10,000
e)	Digital Stormwater Data Exchange Standard Pilot	$10,000
		$57,000

4. Quantify Public Value (QPV) Study Update

The Staff Coordinator provided an overview of the objectives sought via this study and a status update of progress made. The slides can be accessed from the meeting summary.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Staff Support Team and Steve Swazee, Chair of the MnGeo EPC
              Contact: Randall Johnson (651-602-1638)

SUBJECT: Co-sponsor GECCo Forum

DATE: September 8, 2010
              (For the Sept 16th meeting)

INTRODUCTION

The Committee's support is respectfully requested for MetroGIS to co-sponsor a GECCo forum in the Twin Cities (GECCO stands for "Geospatially Enabling Community Collaboration".)

The Staff Coordinators suggests that MetroGIS partner in this effort for up to $3,000 to assist in hosting this forum, tentatively in the 3rd quarter of 2011. (This amount is included 2011 budget proposal presented in Agenda Item 5c.) The total forum cost would vary depending up the travel expenses for the facilitators. GITA estimates the total cost to be in the range of $15 to $20,000. MetroGIS funds would be used for such items as facility rental and facilitator fee and travel expenses.

Steve Swazee, Chair of the MnGeo Emergency Management Committee (EPC), and Bob DiSera, VP & CTO for EMA (Roseville), have agreed to attend the September Committee meeting to explain the GECCo method and support garnered to date for a GECCo forum in the Twin Cities. Swazee is a current member and DiSera is a past member the Geospatial Information & Technology Association (GITA) board.

CONTEXT STATEMENT FROM STEVE SWAZEE

The GECCo initiative was created by GITA. Its purpose is "to facilitate an interactive dialogue at the local level among community infrastructure stakeholders and emergency responders to begin to address collaboration and information exchange issues that inhibit effective response and recovery in times of emergency". (See Attachment A)

In the years since 9/11 and Katrina, many of the nation's utilities have been working to deliver improved geospatial awareness about their infrastructure to the first response community. To a large degree, spearheading this effort has been GITA through its GECCo program. Constructed like other outreach and collaboration efforts in the emergency preparedness world, to date, six GECCo events have been staged across the U.S. using the model of one day of presentations, followed by a half day practical exercise. Throughout each event, ongoing engagement between attendees from the utility geospatial and first response communities has been promoted as the key to future situational awareness.   Effectively, at a GECCo's core is the idea that geospatial data sharing makes us all safer.

It is the intent of the proposed Twin Cities GECCo, to further open the lens on geospatial data sharing by substantially increasing the diversity and number of attending individuals/organizations.   For the first time, and central to the Twin Cities effort, the full spectrum of public sector geospatial and response resources of a region will be asked to participate in the process in hopes of creating a lasting dialogue on geospatial data sharing that is both vertically and horizontally encompassing. Thus, by using emergency response as the "door-opener" across the region, it is believed past GECCo successes can be improved upon in a way that ultimately and permanently supports the NSDI. It is also thought that with success in delivering an expanded event in the Twin Cities, this new approach could then be duplicated across the United States.

VALUE TO METROGIS COMMUNITY

Co-hosting a GECCo forum presents a timely and cost effective opportunity for MetroGIS to act on two high priorities of the MetroGIS Policy Board: 1) foster partnerships to collaboratively address shared geospatial needs and 2) improve use of geospatial technology among emergency responders.

The GECCo method is proven to be effective in bringing all relevant and affected stakeholders together to improve cross-organization understanding of emergency response-related needs. GITA officials are excited about the opportunity to host a GECCo forum in the Twin Cities because they are aware that this community has proven it is serious about collaborative solutions to geospatial needs. They are also aware that a core philosophy of MetroGIS is that policy makers must be engaged to catalyze action needed to actually accomplish desired solutions, in particular solutions that involve multiple organizations/sectors. Engaging policy makers has not been previously an objective of the GECCo methodology and GITA is excited for the opportunity to expand their methodology for the proposed forum.

The expectation is that agreement will be reached during the GECCo Forum on several actionable solutions to obstacles that impede the open flow of geospatial data during emergencies and during exercises designed to prepare for emergencies.

RECOMMENDATION

That the Committee recommend that the Policy Board approve a contribution of up to $3,000 in the 2011 to co-sponsor a GECCo forum in the Twin Cities. Payment of these funds is contingent upon all other financing required for a successful forum to be obligated.

Geospatially Enabling Community Collaboration: The GECCo Initiative

Background

No matter the root cause of an emergency – terrorism, natural occurrences, or unintentional human error – the methods of responding to, mitigating, and ideally preventing reoccurrences are based on a coordinated approach that can be greatly enhanced by the use of geospatial information and technology. This cannot happen without enabling the many mutually dependent agencies and organizations charged with protecting our nation's citizens and infrastructure to efficiently and effectively share their information. GITA's GECCo initiative was developed to address the obstacles that need to be overcome before this can happen.

The GECCo Initiative

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

Results to Date

GECCo workshops have been held successfully in Honolulu, HI, Denver, CO, Western New York State, Seattle, WA, Tampa, FL, Phoenix, AZ. The two-day sessions include representatives of local and regional area utilities, government agencies (local, regional, tribal, state, and federal) military units, medical community, and other user organizations. In each case, workshop participants gained valuable insight by identifying and discussing barriers to collaboration and how to overcome them, opportunities for sharing data, and defining keys to successful collaboration among public and private sector organizations. Following the most recent GECCo in Phoenix, AZ, a local working group was established to continue to identify better ways to cooperate to provide for public and private data sharing. As part of their effort to integrate the GECCo program with federal efforts, emphasis was placed on ongoing national directives and programs, including DHS/IICD and FGDC/NSDI initiatives.

Ongoing GECCo Activities

The GECCo initiative was intended to support ongoing federal, state, and local government programs from its inception, and GITA, DHS, and FGDC have maintained a dialog since then. GITA's goal is to assist in developing a replicable framework and toolset that stakeholders in communities across the U.S. can employ in constructing collaborative models for sharing data. Each succeeding GECCo workshop leverages the efforts and experiences of earlier versions. GITA's vision is a growing network of GECCo communities nationwide that will contribute to national directives and programs, while continuing to gain from each other's experiences. The next GECCo workshop has been announced for Dallas/Ft. Worth, TX in early 2011. This program will incorporate DHS and FGDC materials and processes to continue to integrate federal, state. And local efforts. Sites for additional GECCo initiatives include Washington, DC, Boston, MA, New York, NY, and Miami, FL. GITA has extensive local and regional contacts in utilities and government agencies in each of these locations.

About the Geospatial Information & Technology Association

Incorporated in 1982 as a non-profit educational association, GITA is headquartered in Aurora, Colorado. The mission of the organization is to provide education, information exchange, and applied research on the use and benefits of geospatial information and technology worldwide. Over the past several years, the association has become recognized as the thought leader in application of geospatial technology in solutions to our growing infrastructure-related problems. As such, it is the professional association and leading advocate for anyone using geospatial technology to help operate, maintain, and protect infrastructure assets. GITA's 2,500 individual members are geospatial professionals representing organizations such as electric and gas utilities, pipeline companies, telecommunications organizations, water and wastewater entities, and all levels of government. Association membership also includes over 100 corporate user affiliate companies (utilities and government agencies) as well as 80 of the leading providers of private sector geospatial services and solutions.

GITA is governed by a volunteer Board of Directors, currently numbering fifteen. The board reflects the diversity of the geospatial industry and an equal division between users and vendors is maintained. GITA has a staff of nine employees and has a history of strong management and financial reserves.

Contact: Robert M. Samborski
             Executive Director, GITA
             14456 East Evans Avenue, Aurora, CO 80014
             Tel: (303) 337-0513   Email: bsamborski@gita.org

ATTACHMENT B

Email from Steve Swazee, August 12, 2010

Randy,
Here are some GECCo updates for you:

1.) As of July 22nd, I completed an initial phone/email GECCo outreach to the following Minnesota organization's:

- Association of Minnesota Emergency Managers (http://www.amemminnesota.org/)
- Department of Homeland Security – Federal Security Director Office - Minneapolis
- Federal Executive Board (www.minnesota.feb.gov/)
- FBI's InfraGard Program (http://www.infragard.net/)
- Metropolitan Emergency Management Association (http://www.mema-mn.com/)
- Metropolitan Emergency Service Board (http://www.mn-mesb.org/)
- MetroGIS (http://www.metrogis.org/)
- Minnesota Chapter of GITA
- Minnesota Department of Natural Resources – Firewise/ICS (http://www.mnics.org/)
- Minnesota E911 (http://www.911.state.mn.us/)
- Minnesota GIS/LIS Consortium (http://www.mngislis.org/)
- Minnesota Geospatial Information Office (http://www.mngeo.state.mn.us/)
- Minnesota Homeland Security and Emergency Management (http://www.hsem.state.mn.us/)
- Minnesota Sheriffs Association (www.mnchiefs.org/)
- Minnesota State Fire Chiefs Association (http://www.msfca.org/)
- United States Geological Survey – Minnesota Office (http://mn.water.usgs.gov/)
- Wisconsin Chapter of GITA

2.) In addition to your verbal commitment (Yes, I am planning to appear before the Board on September 16th to help build understanding and encourage formal commitment on their part), four entities have already offered letters of support:

- Federal Executive Board (www.minnesota.feb.gov/)
- FBI's InfraGard Program (http://www.infragard.net/)
- Minnesota National Guard (http://www.minnesotanationalguard.org/)
- United States Geological Survey – Minnesota Office (http://mn.water.usgs.gov/)

3.) The Minnesota and Wisconsin GITA chapters are also now onboard with supporting the effort.

4.) A review of this web site: Northern Lights Exercise will give you a sense of the InfraGard effort in the upper Midwest. Like them, I have been bemoaning the fact we weren't able to align the TC"s GECCo with this event. Thus, my continued drum beating about why we need to give consideration to national alignment between GECCo and InfraGard.

5.) Finally, an update concerning the Minnesota Department of Homeland Security and Emergency Management:

I also received a note from a staffer at the state's Division of Homeland Security and Emergency Management (HSEM) concerning GECCo. He has been assigned as the point of contact for the event and indicated he will be back to me about a formal position concerning a TC's GECCo. Of interest in that note was an indication that 3rd quarter of 2011 would work better from their perspective.

Hope this helps update the situation.

Steve

MetroGIS   *Agenda Item 5b*

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2010 Accomplishments and Project Update

DATE: August 19, 2010
            (For the Sept 16th meeting)

INTRODUCTION
The purpose of this report is to update Committee members on accomplishments made thus far this year – projects completed and those in process. (Additional details are provided in the Reference Section.)

2010 ACCOMPLISHMENTS - TO DATE
Completed:
- Glossary of GIS and Geospatial Terms *- Developed, Adopted and Posted on MetroGIS Website*
- MGAC Asked to Take on Five Topics as Statewide Initiatives.
    a) Encouraged MnGeo to take an active leadership role in the development of a state geospatial broker and portal site as is being defined by the joint MetroGIS/GCGI Geospatial Architecture Workgroup.
    b) Encouraged MnGeo to take an active role in support of the proposed Minnesota Geo Applications Contest, as a partner to MetroGIS, because of the great benefit it would bring the MN geospatial community in terms of the availability of more web services.
    c) Access to licensed data (publically and privately produced) by emergency responders)
    d) Statewide Geocoder web service – *Requested affirmation of prior commitment (transition from GCGI to MnGeo)*
    e) Storm and surface water tracing tool **-** *Requested affirmation of prior commitment (transition from GCGI to MnGeo)*
- Regional Policy Statement – Socioeconomic Web Resources Page - Adopted

In Process:
- Implementation of a Regional Address Points Dataset:
    a) Phase 1 project work plan approved.
    b) Interim policy statement approved to govern the creation and initial operation of the proposed Regional Address Points Dataset.
    c) Interim liability waiver approved for organizations that elect to contribute address point data as part of Phase 1.
    d) Database specifications endorsed
    e) Development of Address Points Web Editing Tool commenced. *Expected to be complete by year-end.*
- Minnesota Geospatial Commons – Test Implementation endorsed (*MetroGIS/MnGeo Collaboration*)
- Development of Proximity Finder Web Service. *Expected to be complete by year end.*
- Measuring Public Value of Geospatial Commons (QPV Study) *See Agenda Report 5f.*
- Streamlining Data Access for Emergency Responders. *See Agenda Report 5a – GECCo Forum*

Authorized / Procurement Phase:
- Develop Best Image Service. *Contract negotiations in process.*
- Next-Generation Street Centerline Solution. (*Project award anticipated in September – See Agenda Item5c)*
- Next Generation MetroGIS Needs Assessment. *RFP closed Sept. 3. Selection in progress.*
- Develop Clip, Zip, Ship Tool to Support Geospatial Commons. *Contractor selection in process.*
- Develop Stormwater Digital Data Exchange Standard. *Drafting Intergovernmental Agreement*
- Geocoder Service Enhancements. *Awaiting final scope and RFP document.*
- Refresh/Expand Functionality MetroGIS Website. *Advertized for consultant in late August.*

RECOMMENDATION
No action is requested. Committee members are however encouraged to ask questions if you are not clear some aspect of a one or more of the above cited projects.

REFERENCE SECTION

Additional information about the status of in progress projects follows:

A) REGIONAL ADDRESS POINTS DATASET / ADDRESS EDITING TOOL DEVELOPMENT
- Address Editing Tool (Technical Leadership Workgroup, Project Lead) $13,500
  Applied Geographics (AppGeo), Boston, MA, work began on this project the week of June 7.
  The project is expected to be complete by mid fall 2010.
- The Policy Board approved an interim liability disclaimer an authorized the work plan and
  database structured for Phase I development of the Regional Address Points dataset.
- A key milestone was reached. The dataset is now available on DataFinder, though only one city
  is populated thus far.

B) MINNESOTA GEOSPATIAL COMMONS – TEST IMPLEMENTATION
- Test version is being implemented on a server an MnGeo, targeting October for a public look at
  the first draft. Also, survey of user community was completed with over 500 responses, helping
  to define and prioritize the functionality of the Commons.
- The workgroup is scheduled to meet on September 9 to continue preparations for a presentation
  about the Geospatial Commons at the GIS/LIS Conference. Topics will include:
  - ✓ Morphing the look and feel of the interface toward the design sub-team recommendations
  - ✓ Clear direction and recommendations defined on service requirements
  - ✓ A draft service level agreement for the MnGeo Image Server

C) REGIONAL POLICY STATEMENT – METROGIS GEOCODER SERVICE
- A project to enhance this service was authorized by the Policy Board at its July 2010 meeting.
  Awaiting the final scope and RFP documents to advertise for consultant assistance.
- The expectation is that a proposed regional policy statement for the MetroGIS Geocoder service
  will be ready for consideration by the Coordinating Committee at the September or December
  meeting. The Policy Board accepted the final project report at its January 2010 meeting.

D) 2009 REGIONAL GIS PROJECTS
- Best Image Service - $15,250: Contract negotiations in progress with MnGeo.
- Proximity Finder - $18,750: SharedGeo and Houston Engineering worked with the Proximity
  Finder Workgroup to refine the specifications for programming of the prototype service. The
  specifications are documented in a report dated May 20. .

  The first demo of the proximity finder prototype was held on August 20th, 2010. The
  development team showed off the required proximity finder web service via "What's near me?"
  and "What city am I in?" use cases in an easy-to-use GeoMoose interface. Currently, the
  proposed web service output formats include GeoJSON, GML, and KML. A data upload tool
  will be a separate component that the development team will further develop to allow users to
  upload data to this testbed application so that users don't have to code and maintain this service
  locally. It is estimated that this data loader can be demonstrated at the next demo. Proximity
  Finder work group is in the process of conducting the first round of testing and review.

E) RFP FOR NEXT-GENERATION REGIONAL STREET CENTERLINE SOLUTION
- The contract with NCompass to provide access to their Street Centerline Dataset is scheduled to
  expire December 31, 2010. An RFP, to secure access to the data which meet the current regional
  standards was issued on July 30. Four proposals were received. Council action to award a
  contract is anticipated the week of September 22.
- In addition to securing continued access to street centerline data that meets our needs, the RFP
  invited proposals to investigate the practicality of a new collaborative regional model for
  managing street centerline data. A qualified proposal was received. See Agenda Report 5c for
  more information.

F) <u>STREAMLINING DATA ACCESS FOR EMERGENCY RESPONDERS</u>
Last fall, this workgroup identified five topic areas for further investigation (see Attachment A for a summary of the meeting and these ideas). At its January 2010 meeting, the Policy Board included this topic area in its list of ideas to bring to MnGeo's/State Emergency Management Committee for attention at a statewide level. This matter was a topic of discussion at the March 31 meeting of the Statewide Geospatial Advisory Council (MGAC). See Agenda Item 5a for a proposal to co-sponsor a GECCo forum with the GITA organization to act on this need.

G) <u>PERFORMANCE MEASUREMENT – PHASE II</u>
(See Agenda Items 5f for an explanation of the Quantify Public Value (QPV) Study and its relationship to this Performance Measurement project.)

H) <u>GEOSPATIAL COMMONS – BENEFITS OF PARTICIPATION AND EFFECTIVE GOVERNANCE</u>
To accomplish long-term sustainability, support resources available to supporting MetroGIS's "foster collaboration" function need to be expanded as acknowledged in the MetroGIS 2008-2011 Business Plan. Additionally, MetroGIS's current organizational structure (voluntary collaboration of willing organizations) will also need to evolve to a structure with capacity to receive and spend funding from multiple sources. The current structure was intended to serve as a means from which to clarify collaborative objectives for addressing sharing information needs and devise an organizational structure appropriate for collaboration across sectors, supported by multiple stakeholders.

Addressing these organizational development needs has also been recognized by the National Geospatial Advisory Committee (NGAC) as essential ingredients to realizing the vision of the National Spatial Data Infrastructure (NSDI). Accordingly, the FGDC (Federal Geographic Data Committee) authorized offering of the Category 5 Return on Investment NSDI Grant category. The NGAC has also engaged in an initiative directly related to MetroGIS's organizational needs.

1) <u>2010 NSDI CAP Grant – Category 5 ROI Studies that focus on Multiple Agency Collaborative Endeavors.</u> MetroGIS was awarded a $50,000 grant under this category for a study entitled "Measuring Public Value of Geospatial Commons: A MetroGIS Case Study". (*Working title* – Quantify Public Value (QPV) Study) (See Agenda Item 5f).

Although substantial progress has been made through MetroGIS's efforts to establish a geospatial commons (regional solutions to shared information needs and one stop shop to access over 270 geospatial datasets), many believe that significant potential exists to greatly enhance the value of these resources if non-government interests were to have the opportunity to add value to these resources that, in turn, would be value to the community, in particular, public producers. This purpose of this study is develop a replicable methodology that is capable of measuring the public value created from such chaining / reuse of geospatial data.

2) <u>National Geospatial Platform</u> and <u>NGAC Involvement</u>: The Governance Subcommittee of the National Geospatial Advisory Committee (NGAC) developed a [whitepaper](#) entitled "Proposal to Measure Progress Toward Realizing the Vision of the NSDI. The high-level concepts presented in this paper were [endorsed](#) by the full NGAC on December 2, 2009 and the Subcommittee was authorized to begin work to build upon those high level concepts. Five categories of metrics are proposed, one focusing on organizational aspects of collaboration to achieve the vision of the NSDI. The need for an appropriate national organization structure is the same need faced by MetroGIS at the regional level. This need is also recognized in the emerging Geospatial Platform initiative in the federal space. The NGAC is expected to play a key advisory role in shaping this initiative, governance being among the primary areas of involvement.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5c

TO: Coordinating Committee

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

SUBJECT: 2011 Preliminary Major Program Objectives and Budget

DATE: September 7, 2010
            (For the Sept 16th Meeting)

INTRODUCTION
The Committee is respectfully requested to recommend to the Policy Board major program objectives that MetroGIS should strive to accomplish in 2011, along with a budget to support those activities.

The Committee's recommendation will be forwarded to the Policy Board for consideration on October 20. If the Policy Board requests any modifications, the Committee would consider them and offer a revised recommendation at its December meeting.

NEEDS ASSESSMENT – TOP PRIORITY
The Policy Board authorized a Next-Generation MetroGIS Needs Assessment at its July meeting and asked for the recommendations to be presented at the Board's April 2011 meeting. Delivery in April was requested to enable acting on the recommendations to the maximum extent possible yet in 2011. A note was included in the project proposal accepted by the Policy Board which stated that the 2011 funding amount would be set based upon the RFP process.

A Request for Proposals was published on August 16 seeking a qualified contractor to assist with this assessment. One proposal was received from a qualified firm. The proposer's name and bid specifics cannot be released until a contract is offered. The goal is to begin the project by October 1, 2010 and complete it by April 2011. The proposed agreement with the contractor would give the project team authority to extend the delivery date if an unexpected valuable opportunity is discovered that requires additional time. The proposed project involves two major phases: 1) information needs and 2) organizational needs). The fee for Phase I ranges from $40,000 to $52,000. A cost of up to $50,000 (15,000 in 2010 and up to $35,000 in 2011) was anticipated for Phase I. The proposer offers options for additional information gathering and in-depth analyses that are to be worked out as the preliminary scope is refined. Phase II would be a subsequent project.

The proposer has indicated they have capacity to accomplish more than $15,000 worth of progress in 2010, even with an October 1 start. The pending consultant agreement will include the option to accelerate the project to accomplish more in 2010 if other approved 2010 projects encumber less funding than approved.

Direction is requested from the Committee concerning the acceptability of this strategy.

2011 PROGRAM OBJECTIVES – FOUNDATION UNTIL NEEDS ASSESSMENT RESULTS KNOWN
The results of the above-referenced needs assessment will not be available until at least March 2011. Until then, work priorities for 2011 should focus on in-process projects that will continue into 2011:
- Geospatial Commons Testbed (*Collaborative effort between MnGeo and MetroGIS*)
- Quantify Public Value Study (*launched May 2010 – completion proposed June 2010*)
- Regional Address Points Dataset – Phase I Implementation (*Authorized April 2010*)
- Next-Generation Parcel Data Sharing Agreement (*Current agreement expires December 2011*)
- Best Image Service (*2010 project via needs assessment but procurement issues delayed start)*
- Appropriate Organizational Structure (*Via Liaison with NGAC Governance Subcommittee*)

TWO ADDITIONAL PROPOSED 2011 PROGRAM OBJECTIVES TO AUTHORIZE NOW
Two additional projects are suggested to be added to the above listing work priorities for 2011. Doing so would:

- Act on a current top priority of the Policy Board - **foster partnerships to collaboratively address shared geospatial needs.**
- Take advantage of current **cost sharing opportunities**.

These **additional projects** are described below for **comment from the Committee**:

1) **Co-Sponsor GECCo Forum**: (*See Agenda Item 5a for more information*.)
   - Purpose: "Facilitate an interactive dialogue at the local level among community infrastructure stakeholders and emergency responders to begin to address collaboration and information exchange issues that inhibit effective response and recovery in times of emergency".
   - Cost: The Staff Coordinators suggests that MetroGIS partner in this effort for up to $3,000 toward the estimated total cost of $15,000 to $20,000.
   - Value: GECCo leaders are aware that it is our expectation that the deliverables are to be more than identifying and agreeing on opportunities. Establishment of actual partnerships is the goal, given the collaborative environment that already exists in this community. However, if partnerships were not to materialize, the $3,000 investment could be justified in that co-sponsoring this forum would also act on another priority MetroGIS objective– foster awareness among non-traditional stakeholders of the value of partnering to address geospatial needs. Additionally, lessons learned through this exercise might also provide valuable insight for measuring public value creation, another MetroGIS objective.
   - Comment**:** The GECCo methodology is tested. This is the best vehicle identified to date to catalyze real partnerships since MetroGIS's partnering objective was set as a priority. Policy makers and executives understand the need to partner and share resources to effectively provide emergency management services. Therefore, this domain is a natural area to focus on to demonstrate the value of partnering to address shared geospatial needs.

2) **Feasibility Study – New Street Centerline Collaboration Model**.
   Proposals for this study were invited in response to an "Extended Agreement" option of the RFP for in the Next-Generation Street Centerline Solution issued in July. (The RFP announcement was forwarded to the members). A qualifying proposal was received. A significant portion of the study cost is proposed to be captured from the Council's street centerline budget line. No additional details can be released about the proposal until a contract is authorized, which is anticipated on 9/22..
   - Purpose**:** Investigate "the feasibility and practicality of developing a new collaborative model for the maintenance of a street centerline network than utilizes input from multiple entities that may include a combination of private and government sectors".
   - Cost**:** MetroGIS project funding is proposed as a safety net in the amount of $10,400 in 2011 and $12,700 in 2012 toward a proposed total cost of $40,400. A grant opportunity and possible partnering will be investigated to pay some or all of these safety net costs. Council management has agreed to pay the reminder of the proposed $40,400 cost. Council action requires a commitment for the source of the remainder of the project costs, hence the proposal of MetroGIS funds as a safety net. Council consideration is tentatively scheduled for September 22.
   - Value**:** This project is designed to pursue two core MetroGIS objectives and has state and national significance regarding realization of the National Spatial Data Infrastructure (NSDI). They are:
     a) Pursue partnerships, in particular cross-sector partnerships, to address shared geospatial needs,
     b) Pursue transaction-based, data management systems that incorporate local data producers as integral players. MetroGIS's in-progress regional address points dataset seeks the same transaction-based data management paradigm.
   - Comment. To abide by the Council's internal procurement timeline, this project and cost sharing opportunity was shared with Policy Board Chair Schneider and Coordinating Committee Chair and Vice Chair Wakefield and Henschel for their comment as to the appropriateness of the "safety net" funding recommendation. Each concurred that the importance of this study and the cost sharing opportunity warrant designating use of MetroGIS funding as a safety net as recommended. The study would not begin until the results of the Next-Generation MetroGIS Needs Assessment are known.

RECOMMENDATION
That the Coordinating Committee:
  1) Endorse the program objectives presented in Attachment A as priorities for 2011.
  2) Endorse the 2011 "Foster Collaboration" budget presented in Attachment B.
  3) Recommend that Policy Board endorse the 2011 MetroGIS Work Plan and Budget, as presented herein.

REFERENCE SECTION

MAJOR ASSUMPTIONS UNDERPINNING 2011 WORK PROGRAM
1. MetroGIS's 2011 funding request of $86,000 for the "foster collaboration" function will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.
3. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
4. A contract with a qualified data provider will be in place by December 31, 2010 to secure access to street centerline data that meets or exceeds the specifications for the current dataset provided by NCompass and through which access is authorized, without additional fee, to government and academic interests.
5. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

RELATED PREVIOUS DIRECTION FROM THE POLICY BOARD

A) Performance Assessment: When the Policy Board considered adoption of the original 2010 work plan, Policy Board Vice-Chair Egan encouraged use of a method, such as the Balance Score Card methodology, to illustrate relationships between work objectives, organizational mission and objectives, and performance. This exercise is difficult to accomplish until performance measures and accompanying metrics are in place. An updated Performance Measures Plan was adopted by the Policy Board in October 2009 but work on the development of the accompanying metrics was postponed until the in-progress MetroGIS Quantify Public Value (QPV) study is complete. The QPV study is anticipated to be complete by late spring 2011.

B) Project Description Approved by Policy Board at the July 2010 Meeting

Project Name:

Second - Generation Shared Information Needs Analysis - Phase I

Amount requested
$15,000 Estimated. Actual cost dependent upon results of RFP

Summary
Conduct an assessment to identify geospatial needs (e.g., data, services and applications) shared by the cross-sector, stakeholders that comprise the MetroGIS community and conduct an exercise to define the highest priorities. The MetroGIS Staff Coordinator would serve as the project manager. A workgroup would oversee development of the RFP and conduct of the assessment. Phase 1 2010 – Retain contractor and work on process design.

How funding would be used
Funding would be used to retain a consultant to work under the general direction of MetroGIS workgroup

Benefit to MetroGIS community
Ensure that MetroGIS's efforts to foster collaborative solutions to shared needs are relevant to changing stakeholder needs.

ATTACHMENT A

Proposed
Major 2011 MetroGIS Program Objectives

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

1) Sustain traditional "foster collaboration" support activities[1]

2) Complete/Make Substantial Progress on Geospatial Commons Testbed (*in conjunction with MnGeo*)

3) Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation

4) Implement Best Image Service (*Procurement delays may push completion into 2011*)

5) Complete Next-Generation MetroGIS Needs Assessment

6) Complete Quantify Public Value (QPV) Study

7) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement

8) Co-Sponsor GECCo Forum (*Tentatively Third Quarter 2011*)

9) Conduct Feasibility Study – New Street Centerline Collaboration Model (*Planned Start - Second Quarter 2011*)

10) (***TBD project(s) following completion of Next Generation MetroGIS Needs Assessment***)

---

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

ATTACHMENT B

Preliminary 2011 MetroGIS Budget
"Foster Collaboration" Function

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration Topic – October 2010 Policy Board Meeting

DATE: August 24, 2010
             (For Sept 16th Meeting)

INTRODUCTION
The Committee is asked to agree on a GIS Technology Demonstration topic for the Policy Board's October meeting and a person(s) to present it.

PRIORITY DEMONSTRATION TOPICS
Of the top four priority demonstration topics that were defined in last spring's survey, three have been presented to the Board at the April and July meetings. The remaining topic in the top four is "Emergency response maps consistent across jurisdictions, based on U.S. National Grid", which was ranked second in the survey. (See the Reference Section for more information about the survey and two additional candidate topics identified since the survey was conducted.)

Randy Knippel has agreed to present the "National Grid" topic at the October Policy Board meeting. An overview for Randy's proposed demonstration content follows:

OVERVIEW
The US National Grid was established as a standard by FEMA in 2001 and by Minnesota in 2009. It provides an opportunity to create interoperable maps across jurisdictions and between various levels of government. This is especially important for disaster preparedness and response. However, its implementation is voluntary and depends on individual organizations adopting it as a standard as well. As an organizational standard, it becomes a foundation for standardized map products and causes it to be integrated into normal emergency preparedness procedures and training. MetroGIS is uniquely positioned to influence its constituent organizations to work together in this regard, providing an example for the rest of the state. This presentation will give an overview of the US National Grid and show examples of how it is being implemented in Dakota County, in other MetroGIS organizations, and beyond.

RECOMMENDATION
That the Coordinating Committee invite Randy Knippel to demonstrate the topic "Emergency response maps consistent across jurisdictions, based on U.S. National Grid" at the October 2010 Policy Board meeting.

ATTACHMENT A
Technology Demonstration Priorities

POLICY BOARD DIRECTION SURVEY RESULTS

A) A survey was conducted in March to identify prospective demonstration topics of the greatest interest to Policy Board members. The top four desired topics are listed in the table below. (The complete survey results are presented in Attachment A.) At the April meeting, Policy Board members agreed that they would be comfortable if the topics ranked 2-4 results below were to be scheduled for the next three Policy Board meetings. The #1 and #3 ranked topics (see below) were demonstrated at the April and July Policy Board meetings. During the July demonstration, the presenters (Jim Bunning and Peter Henschel) mentioned that their presentations would both cover topics #3 and #4.

DEMONSTRATION TOPICS SELECTED	POLICY BOARD RANKING (# PB)	OVERALL RANKING	DOT EXERCISE TOTAL VOTES
1) Coordinated Data Management via Internet - Council and Counties (*Presented at April PB Meeting*)	2.57 (7)	2.22	26
2) Emergency response maps consistent across jurisdictions, based on U.S. National Grid	2.28 (6)	1.96	26
3) Multi-county collaboration for public access property information application (*Presented at July PB Meeting*)	2.14 (5)	2.15	20
4) Collaborative Application Development Among Counties (general) (*Presented at July PB Meeting*)	2.00 (5)	2.20	30

B) **ADDITIONAL TOPICS**

Policy Board members also recognize that other strong presentation options will likely be identified. Accordingly, the Committee agreed at the June Committee meeting to add to the **emergency management web application**, referred to as the Minnesota Structures Collaborative (MSC) and the **NexTrip** application, which was demonstrated to the Committee at the June meeting, to the list of demonstration options.

TOPICS OF LESS INTEREST TO THE POLICY BOARD

CANDIDATE DEMONSTRATION TOPICS	POLICY BOARD RANKING (# PB)	OVERALL RANKING	DOT EXERCISE TOTAL VOTES
• Using the USNG for emergency response	1.86 (4)	1.48	8
• Data Practices Law- Relationship to MetroGIS Objectives	1.71 (3)	1.93	**27**
• LOGIS gGov - public facing interactive map offers information on city services, data, general geography	1.57 (3)	1.48	11
• Scott / Dakota / Carver GIS Collaboration	1.57 (3)	1.73	12
• Crowd-sourcing, Open Street Map - opportunities to engage the public in improving GIS data	1.43 (3)	1.70	**28**
• Parcel maintenance has moved from CAD to Geodatabase	1.43 (3)	1.19	5
• Base map web service developed by the Metropolitan Council	1.23 (3)	1.88	**34**
• ArcGIS Server based Public Parcel Viewer (FLEX API technology)	1.14 (2)	1.67	14
• Natural Resources Digital Atlas- Metropolitan Council	1.14 (2)	1.27	6
• Active Living Ramsey County Recreation Portal	1.14 (1)	1.15	4
• New Public website. Foreclosure data is now online	1.00 (3)	1.22	5
• Regional Base Map Service – North St. Paul Testimonial	1.00 (2)	1.31	7
• Active Living Recreational Web Portal - Carver County	1.00 (1)	1.04	0
• Historical Census Mapping - U of M	1.00 (1)	.92	3
• Cyclopath	.86 (1)	1.08	3
• maps.umn.edu	.71 (0)	.81	1

TO: Coordinating Committee

FROM: Chairperson Wakefield
              Contact: Randall Johnson (651-602-1638)

SUBJECT: Refine E-Vote Process – Stormwater Digital Exchange Standard

DATE: August 23, 2010
              (For Sept 16th Meeting)

INTRODUCTION
The purpose of this report is to suggest refinement of the Committee's E-Vote procedures.

The suggested refinements are offered in response to lessons learned from use of this procedure for the first time to authorize funding of the 2010 Stormwater Digital Data Exchange Standard pilot.

The Committee's E-Vote procedure is defined in Attachment A. This procedure was adopted by the Policy Board in January 2007 but had not be used until this past June to recommend the above-referenced project. The rules for amendment of MetroGIS's Operating Guidelines are presented in Attachment B.

E-VOTE AUTHORIZED AND ADMINISTERED
At its June 2010 meeting, the Committee agreed to add the subject Stormwater Digital Data Exchange Standard project to its recommended changes to the 2010 work plan revisions, subject to:
1) Submittal of a project description to the full Committee for review offline between its June meeting and the July Policy Board meeting
2) A Committee finding (via E-Vote) that the project sufficiently benefits the region and a qualified project manager is demonstrated to be available.

The Committee recommended approval via an E-vote completed on July 16 as follows: 21 of 25 (84%) Ayes, 0 Nays, 1 Abstain, and 3 Did Not Vote. The Policy Board subsequentially added this project to the revised 2010 MetroGIS work plan at its July 21 meeting, subject to the addressing the comments offered herein regarding the Stormwater Digital Data Exchange Standard Pilot.

DISCUSSION – LESSONS LEARNED
The E-Vote process was initiated by the Staff Coordinator on July 9 by sending the email message presented in Attachment C to the members of the Committee. After a few members had voted, a couple of clarifying questions were asked via "reply to all" emails. Satisfactory responses were provided and the voting resumed. A few more questions were raised and satisfactory responses were provided via an ongoing dialogue. Ultimately the Policy Board approved the project subject to addressing the comments raised during the E-Vote Process (Attachment D). None of the questions resulted in any previous votes being withdrawn but the potential existed.

To avoid this confusing situation from reoccurring, two procedural changes are suggested:
1) Add a comment period prior to the vote, just the same as is done before voting at a Committee meeting. 3 working days is suggested to offer questions. The voting would not commence until the question is responded to the satisfaction of the Chair or Vice Chair in the even the Chair is not available.
2) Post the document on a SharePoint-type site that permits on-line editing so that everyone can see the modifications as they occur. Use of versioning through email attachments is not an effective way to accomplishing document editing in a group setting.

RECOMMENDATION
That the Coordinating Committee recommend that the Policy Board modify MetroGIS's Operating Guidelines as described above and as illustrated in Attachment A, dated, August 23, 2010 .

ATTACHMENT A

Excerpt

MetroGIS Operating Guidelines
Coordinating Committee Voting Procedures

(The base language is as adopted on 2007. Proposed changes are illustrated as follows:

~~to be deleted~~ and <u>to be added</u>.)

Article III

<u>Section 9. Voting and Decision Making</u>

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

a) At meetings

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

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

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

b) Between Meetings

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

(1) This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting of the Committee must be called for consider such decisions if between regularly scheduled meetings.

(2) The Committee Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.

(3) The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".

(4) <u>Members are provided with at least three (3) working days to pose questions for clarification. Responses must be satisfactory to the Committee Chairperson, or Vice Chairperson in the absence of the Chairperson, before voting may commence. Any resulting changes to the proposal must be documented during this clarification period via version tracking software whereby the members can view and track suggested modifications and the members offering them.</u>

(4<u>5</u>) Members are provided with at least ~~five (5)~~<u>two (2)</u> working days to respond <u>once the comment period expires. The members shall be notified by email that the voting period has commenced.</u>

(5) The rules set forth in Sections 8 in this Article governing the Committee's quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.

(6) Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote, <u>either at a meeting or electronically</u>. If ten percent or more of the members state the topic is

inappropriate for an E-vote, the motion is automatically tabled to the next regular or special meeting of the Committee.

(7) Motions must be supported by a minimum of 75 percent of the votes cast to be approved.

(8) The Committee is apprised of the results and the course of action to be followed by email immediately following conclusion of the voting.

(9) The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

ATTACHMENT B

Excerpt

MetroGIS Operating Guidelines
Operating Guideline Amendment Procedures

<u>Article V</u>
Amendments

Section 1.

Amendments to these Operating Guidelines may be proposed by any member of the Coordinating Committee or Policy Board. A statement explaining the purpose and effect of the proposed amendment shall accompany the amendment proposal.

Section 2.

To become effective, amendments to these Operating Guidelines shall receive <u>two readings</u>; one before the Coordinating Committee and one before the Policy Board, each preceded by written notice to each member of the Coordinating Committee and each member of the Board at least fifteen (15) days prior to their respective consideration. Amendment proposals may be considered at a regular or a special meeting of the Committee and/or the Policy Board, provided the notification requirements in this Section are satisfied.

Amendments initiated by the Policy Board shall move forward from the Coordinating Committee to the Policy Board for consideration whether or not the Coordinating Committee recommends approval. Policy Board approval shall require at least a majority vote in favor, as outlined in Article II, Section 5.

ATTACHMENT C

E-Vote Initiation Message
July 9, 2010

Coordinating Committee Members:

Your E-Vote Response is Requested by 8 a.m., Friday, July 16.

As Chair, I fully support the proposed Stormwater Data Exchange Standard Pilot Project as explained below. It builds upon standards work and involves multi-jurisdictional partners – a great project for MetroGIS. As such, I encourage you to participate in this E-Vote. (See below for more about the E-Vote process.)

Sincerely,

Sally Wakefield
Chair, MetroGIS Coordinating Committee

_____

Proposal as submitted by Nancy Read, MMCD and member of the Stormwater Standard Development Workgroup (nancread@mmcd.org or 651-643-8386).

In response to direction received from the Committee at the June meeting, the following documents are attached.
- Description for proposed Stormwater Data Exchange Standard Pilot Project
- Support document describing draft standard
- Current draft standard (note – this standard has not yet been released for public comment)

Project Overview:
This project potentially addresses many MetroGIS activity areas and values:
  - It is a step toward enabling "build once, use many times" for a data layer of concern to many units of government, that currently has no unified solution. Currently users who need cross-border stormwater system data assemble it as needed, often at considerable expense.
  - It demonstrates (and tests) the process of working with cities to support a multi-sourced data layer.
  - It could be one of the first MetroGIS projects to heavily involve watershed districts.
  - The majority of users and significant issues are in the metro area, but the standard is intended to handle statewide data consistently as well.

The outcome of this project will not be a finished metro-wide data layer, but rather supports an approach for sharing that could be a base for future continuously-updated information.

Nancy Read has checked with some of the watershed districts and others that have been involved with the development of the standard, and there is interest in working on this project, and the amount of funding available is seen as reasonable for a pilot project.

If MetroGIS agrees to provide funding for this project, Nancy Read will assemble a small group of members of the Stormwater Standards workgroup and Coordinating Committee together with MetroGIS staff to oversee the project from procurement through next step recommendations. A member of the workgroup, who is also a member of the Coordinating Committee, will serve as the liaison to the Committee. It is hoped that a person affiliated with a watershed district will agree to provide project management.

E-Vote Requested by 8 a.m., Friday, July 16. *(comments provided by Staff Coordinator)*
In accordance with direction agreed upon by the Committee at the June meeting, Committee members are respectfully requested to decide whether the information provided in this message is sufficient to warrant recommending funding for this pilot project in 2010. **For the project to proceed, at least 14 Committee members must submit an E-Vote and at least 75 percent of those votes must be cast for approval.**

To Vote – *Respond to this message stating "yes" to approve and "no" to deny – by the deadline*

The results of the E-Vote will be shared with the Policy Board before the Board makes a decision on July 21 about repurposing 2010 project funds, as recommended by the Committee at the June meeting. If this pilot project is approved, the subject funds ($10,000) would be redirected from the Phase II Performance Measurement (PM) Project. Note, that the PM project starting in 2010 is dependent upon a prerequisite project for which sufficient progress in 2010 is not a given.

Questions:

If you have any questions about the:

- Project – please contact Nancy Read at nancread@mmcd.org or 651-643-8386
- E-Vote process - please contact me (sally.wakefield@1000FOM) or Randall Johnson (randy.johonson@metc.state.mn.us).

Thank You in Advance for Your Participation.

ATTACHMENT D

Questions/Comments received during E-vote and responses to them
RE: Stormwater Data Exchange Standard Pilot:

1. *How does this project relate to the proposed Duluth stormwater mapping pilot project?* (J. Givens, MnDOT)

The pilot project referred to in this question was proposed by the USGS and Mike Trojan of MPCA, who is also the facilitator for the Stormwater Standards workgroup. The project was to collect all stormwater data for the Duluth area (CAD, GIS, paper, whatever) and create a GIS data set with full connectivity suitable for inclusion in the high-resolution National Hydrography Dataset (NHD), as well as a report detailing techniques and methods. This is similar to the USGS-funded project done by Steve Kloiber at the Metropolitan Council (2008) that was the impetus for first assembling the Stormwater Standards workgroup. The Duluth project requested $480,000 from EPA, but was not awarded funding at this time.

The project we are proposing for MetroGIS funding is much more limited, and includes only what was step 1 and 2 of 4 in the Duluth-area proposal, the collection of datasets and conversion to GIS format, with assessment of their usability for attributes and connectivity. We are not proposing building and QA of an NHD-standard data set, and given the limited funds, may take a sample of data from several sources rather than trying to cover an entire area. The Metro project proposed would also focus more on the usability of the standard by cities and other data sources. The completion of the proposed project would provide valuable input for the Duluth-area NHD project, if and when it is funded, as well as other future projects. The proposed Metro project, with its focus on working with cities, could also be helpful to establishing the importance and defining the issues of using this local data source in nationally-integrated data sets.

2. *Has an inventory of collection methods and standards been conducted so a representative sample can be selected for the pilot project?* (R. Gelbman, Metro Council)
A survey was one of the first things the Stormwater group did, back in Aug. of 2008. Of 235 "MS4s" (regulated units) surveyed, we received 120 responses, 61 of which were from cities, the rest from other regulated entities, counties, townships, and watershed districts. Of the systems used to store data, 43% reported using AutoCADD, 39% used Shapefiles, and 29% used a GeoDatabase (a respondent could have more than one) (Brief survey results are Appendix A in the "supporting" document to the standard, sent in the package).This was why we particularly wanted to choose an area with both CAD and GIS (probably ESRI) users. What we do want to find out more about through the pilot project is more details about how these entities are storing their data – layers, attributes, drawing techniques (this is a big one for pipe flow direction), symbolization, use of CAD annotation – the kinds of things that make it difficult to pull the data together, and then look at possible tools could be shared or other recommendations for dealing with these issues.

3. *Seems like not many Cities were represented in the standards development process to date?* (Brad Henry, URS); *Let's make sure the pilot project touches a sample of all entities along the system. (*Ben Verbick, LOGIS);

The Stormwater Standard workgroup has been concerned about getting more city input, which is a main reason for this project. Although there was little direct city input on the workgroup (see p.30 in support doc.), some of the engineering firm people represented cities, about half of our survey respondents were from cities, and when we sent the draft standard out for review most of the comments were from cities. In July 2009 we held an open meeting to get more input, and representatives attended from Mendota Heights, Rosemount, Lakeville, Bloomington, Faribault, Minneapolis, and Spring Lake, and Inver Grove Heights, as well as more engineering firm reps. These city attendees were the ones who suggested doing a pilot project, and some volunteered to be part of it.

Like any exchange standards project, part of the challenge has been that the larger-area organizations see the need and receive more (apparent) benefits from having a standard than do the individual data producers, and were more willing to put time into developing the standard. However, we all know that the standard must be workable for cities to have it actually be used. This pilot project is intended to test that and develop tools or make changes as needed before the workgroup starts a major communication effort with municipalities.

4. *We (Bloomington) support the development of a pilot project to analyze the impact and result of implementing this standard. That said it is hoped the project will meaningfully engage many of the issues identified in the public review process and those yet to be identified by the pilot. There would also be value in quantifying the impact from the data providers perspective; not just of the effort to implement the standard but what specific longer term benefits can the providers anticipate. Additionally, analysis of the increase in value/usefulness of the standardized data beyond what currently could be generated is likely outside the scope of this project, but is important to developing a supportable business case for the adoption of the standard.* (Hal Busch, Bloomington).

As stated in the above response (#3), the workgroup recognizes there are concerns about the potential impact and benefits of using this Data Exchange Standard. Again, that is one of the main reasons for conducting the pilot study, and specifically involving cities in such a way that effort can be quantified and benefits identified. More wording to this effect has been added to the project plan in response to this comment.

The proposed Standard is entirely voluntary for local government use, like other statewide GIS standards. Some participants have been concerned about this because of MPCA's involvement. MPCA has been interested in the standard because current regulation of "Municipal Separate Storm Sewer Systems" (MS4's) already requires permittees to submit a map of systems in urbanized areas as part of the NPDES permit process every 5 years. MPCA does not require this map to be in any particular format. Both MPCA and many regulated entities would like to make these existing mapping efforts more useful for all those involved, if it can be done without creating more burden on those providing the data. As Hal states above, evaluating the increase in value from standardized data to all participants will be important.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Francis Harvey, QPV Study Research Coordinator
                Randall Johnson, QPV Study Administrative Coordinator (651-602-1638)

SUBJECT: Measuring Public Value of Geospatial Commons: A MetroGIS Case Study
                (*Short Title - MetroGIS QPV Study*)

DATE: August 30, 2010
                (For Sept 16th Meeting)

INTRODUCTION

The purposes of this report and accompanying presentation are to ensure that Committee members are knowledgeable of the objectives of the MetroGIS QPV Study and to provide an update on progress that has been made since the study launched in May.

See the attached "fact sheet" for an overview of the study objectives, high-level design, milestones, and progress made since the study launched in May. A link to the project website is also provided.

OBJECTIVE

The primary objective for pursuing this study is to "create a replicable methodology capable of quantifying value (direct and indirect) to both the taxpayer and participating government organizations attributable to data sharing, specifically parcel data".

Due to limited resources, the scope of this prototyping effort has been limited to parcel data.

PROGRESS OVERVIEW

In late April 2010, W4Sight, LLC, Chicago, IL, was retained to assist with two major components of this study. They joined Francis Harvey and Randall Johnson the week of May 4 for training on a Return on Investment (ROI) methodology developed by Geospatial Information & Technology Association (GITA), use of which is a requirement of the federal grant funding awarded for this study.

The study is comprised of four major tasks and is expected to be complete by May and the final report submitted by June 2011. Work on Task 1 essentially was complete in August. Task 1 involved a series of interviews with Hennepin County staff (users and producers of parcel data). The purpose was to understand the costs and benefits to Hennepin County of utilizing geospatial technology to manage parcel data for support of internal business functions. Task 1 also involved in-putting this cost and benefit data into worksheets developed by GITA and which are designed to calculate ROI. Gary Swenson, Hennepin County GIS Manager, assisted with support of Task 1.

The Task 1 summary report is expected to be ready to be made public by late September. Preparations for Task 2 are underway. (See page 2 of Attachment A for objectives of Task 2-4.) The local project oversight team is expected to be asked for advice and direction beginning late September or early October.

RELATIONSHIP TO OTHER METROGIS INITIATIVES FROM THE QPV STUDY

Insight is expected to be gained through the course of this study that is applicable to:
1) Developing next-generation performance measures for MetroGIS as called for in the Performance Measurement Plan that was adopted in October 2009.
2) Identifying prospective cross-sector partnerships to address shared information needs and subsequent efforts develop an action plan to act on shared needs.

RECOMMENDATION

That Committee members:
1) Ask questions, as needed, to understand the study purpose, deliverables, and design.
2) Suggest interview candidates for Task 3.

Fact Sheet
MetroGIS Quantify Public Value (QPV) Study
(*August 18, 2010*)

Introduction and Context:
Does this situation sound familiar? You are a GIS program manager. Your intuition tells you that sharing geospatial data produced by your organization would likely result in substantive efficiency improvements for your organization but without hard numbers to prove your case, sharing remains a novel thought. If so, MetroGIS's Quantify Public Value (QPV) Study, summarized below, will hopefully provide a means to act on your intuition. Our goal is to create a replicable methodology capable of quantifying value (direct and indirect) to both the taxpayer and participating government organizations attributable to data sharing, specifically parcel data.

David Claypool, a visionary active in the early Twin Cities (Minnesota) geospatial community, asserted that "organizations that are using GIS on their own are not getting the full benefit of the technology". Subsequently, MetroGIS was created to foster knowledge sharing and sharing of resources to accomplish collaborative solutions to shared geospatial needs. The mission being "to expand stakeholders' capacity to address shared geographic information technology needs and maximize investments in existing resources through widespread collaboration of organizations that serve the Twin Cities metropolitan area". The culture of the geospatial profession, which serves the Twin Cities, has enthusiastically embraced the notion of using the natural intra-organizational integrating capacities of geospatial technology to improve organizational effectiveness and understands that public value is created in so doing.

Need for Quantitative Measures of Value:
Over the past decade, MetroGIS completed eleven stakeholder testimonials to document public value created through its efforts. Substantive organizational efficiency improvements have been described. These testimonials, or qualitative measures of value created, provide insight and value but leadership acknowledged, in adopting MetroGIS's second performance measurement plan, that quantitative measures are needed to fully realize MetroGIS's mission because more complex, cross-sector solutions are desired than the current structure is capable of accomplishing.

Study Funded:
Acting on this need, a proposal for a 2010 NSDI CAP Grant was submitted. The awarded project proposes development of a methodology capable of quantitatively measuring public value created when organizations actively participate in a geospatial commons. The study is entitled *"Measuring Public Value of Geospatial Commons: A MetroGIS Case Study"*, "*MetroGIS Quantify Public Value (QPV) Study*" for short. The lead proposers represent major stakeholders in the Twin Cities geospatial community (spatial data infrastructure) – 1000 Friends of Minnesota, Hennepin County, MetroGIS, and the Metropolitan Council. The 300 local and regional organizations that serve the seven-county, Minneapolis-St. Paul metropolitan area - the MetroGIS community - comprise the study domain. The territorial focus of the study is Hennepin County, the 32nd largest county in the United States by population. The study involves participation by representatives from multiple government, non-profit, utility, industry, and academic interests.

Understanding the public value of data sharing is a key issue in discussions surrounding spatial data infrastructure (SDI) development and continued support. The proposed QPV methodology extends the Return on Investment (ROI) methodology developed by the Geospatial Information & Technology Association (GITA) to account for multiple uses and reuse chains of parcel data produced by Hennepin County. Due to limited resources, the scope of this prototyping effort has

been limited to parcel data, in particular, that which adheres to standards that support interoperability. QPV takes into account value chains and reuse benefits over a longer-term perspective.

Study Methodology Overview and Status Update:
The federal cooperative funding agreement was executed in April. W4Sight was then retained to assist with two major components of the study that involves interviews and completion of populating ROI worksheets with the information obtained. The project team received training on the GITA ROI methodology in early May. The study officially launched on May 10, 2010. It is comprised of four study major tasks. Submission of a final project report is anticipated by June 2011.

Task 1 is **nearly complete**. It involved applying GITA's ROI analysis approach in Hennepin County to document the costs and benefits to the county enterprise of utilizing geospatial technology to collect, manage, and utilize parcel data. A series of ten interviews with Hennepin staff, who use and produce parcel data in support of Hennepin County business functions, were interviewed July 19-21 by W4Sight. The Task 1 final report is expected to be completed by the end of August. It will include a discussion of both the ROI findings as well as issues encountered while administering the GITA ROI methodology for a local government enterprise. The final version of this report will also be posted on the project website.

Task 2, scheduled **to begin in early September**, will involve obtaining constructive feedback from a group of scientific advisors, who specialize in SDI development concerning the GITA ROI methodology as it relates to application in an SDI environment. These experts will assist in defining shortcomings in the ROI methodology that must be resolved to effectively account for value chains and reuse benefits which create public value. Task 2 is expected to be completed by late fall 2010.

Task 3, tentatively planned for winter 2011, involves obtaining information needed to address topic areas defined in the QPV methodology. This will be accomplished by conducting a series of interviews with individuals, who represent non-profit, for-profit, utility interests as well as other government interests, and:

1) Whose operations do/could benefit from access to parcel data produced by Hennepin County
   ### *AND*
2) Who believe their value added data/web service/ application(s) do/could improve the cost - effectiveness of:
   a) Hennepin County operations
      ### *AND/OR*
   b) Operations of one or more taxing jurisdictions that serve Hennepin County's citizens.

Task 4, planned for spring 2011, will involve a second round of facilitating constructive feedback from scientific and content experts and to ensure the QPV methodology is replicable in other SDI environments.

Contact Information:
-Study Administrative Matters: Randall Johnson, MetroGIS Staff Coordinator, randy.johnson@metc.state.mn.us
-Study Research Matters: Francis Harvey, University of Minnesota, francis.harvey@gmail.com
-The project website is http://sdiqpv.net/sdiqpv/Welcome.html
-MetroGIS's website is http://www.metrogis.org

ATTACHMENT B

QPV Advisory Team <u>Prospective</u> Members
(*August 25, 2010*)

Research/Scientific Community- Spatial Data Infrastructure (SDI) Experts:
1) Joep Crompvoets (Joep.Crompvoets@soc.kuleuven.be) - Belgium
2) Cameron Easton (cameron.easton@scotland.gsi.gov.uk) - United Kingdom
3) Yola Georgiadou (georgiadou@itc.nl) - Netherlands
4) Doug Halsing (dhalsing@usgs.gov) – US (Washington D.C.)
5) Kate Lance (klance_remote@yahoo.com or Kate.T.Lance@nasa.gov) – US (Texas?)
6) Bastiaan von Loenen (B.vanLoenen@tudelft.nl) - Netherlands
7) Roger Longhorn (ral@alum.mit.edu) - Belgium
8) Zorica Nedovic-Budic (zorica.nedovic-budic@ucd.ie)- Ireland
9) **Not Confirmed:** Martin Plante (Martin.Plante@USherbrooke.ca) – Canada
10) Abbas Rajabifard (abbas.r@unimelb.edu.au) - Australia
11) David Tulloch (dtulloch@crssa.rutgers.edu) – US (New Jersey)
12) **Not Confirmed:** Danny Vandenbroucke (danny.vandenbroucke@SADL.kuleuven.be) – Belgium

General Advisors (*survey questions and interview candidates*):
13) Bob Samborski (bsamborski@gita.org) – US (Colorado)
14) David DiSera (ddisera@ema-inc.com) – US (Twin Cities)
15) Greg Babinski (greg.babinski@kingcounty.gov) King County, WA
16) Cy Smith (cy.smith@state.or.us) – US (Oregon) ???
17) Danielle Ayan (Danielle.Ayan@gtri.gatech.edu) – 404-407-6933
18) Sarah West (wests@macalester.edu) Twin Cities – 651-696-6482
19) Laura Kalambokidis - U of M Economist (kalam002@umn.edu) – US (Twin Cities)
20) David Arbeit (david.arbeit@state.mn.us) – US (Twin Cities)
21) Larry Charboneau (larry@ncompasstech.com) US (Twin Cities)
22) Will Craig (wcraig@umn.edu) – US (Twin Cities)
23) Mike Dolbow (mike.dolbow@state.mn.us) US (Twin Cities)
24) Kathie Doty (kdoty@umn.edu) – US (Twin Cities) US (Twin Cities)
25) Rick Gelbmann (rick.gelbmann@metc.state.mn.us)
26) Tony Pistilli (tony.pistilli@metc.state.mn.us) – US (Twin Cities)
27) Steve Swazee (sdswazee@sharedgeo.org) – US (Twin Cities)
28) Andrew Turner (ajturner@highearthorbit.com) ???
29) Brian Welde (bwelde@sdrmaps.com) - Lawrence, KS (US)

_____

QPV Study Management Team:
- Randall Johnson, Administrative Coordinator, MetroGIS Staff Coordinator
- Francis Harvey, Study Research Coordinator, U of M
- Danielle Scarfe, W4Sight, Research Consultant
- Gary Swenson, GIS Manager, Hennepin County

Advisors to Study Management Team (*beginning once Task 1 is complete*)
- Terry Schneider, Mayor Minnetonka (city in Hennepin County), Chair MetroGIS PB
- Peter Henschel, Carver County GIS Manager
- Randy Knippel, Dakota County GIS Manager
- Sally Wakefield, Ex Dir 1000 Friends Mn, Chair MetroGIS Coordinating Committee
- *Private Sector Rep- TBD*

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg.
September 16, 2010

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:02 p.m. and asked the others in attendance to introduce themselves.

Members Present: Cities: Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin), Peter Henschel (Carver), Jim Bunning (Scott); Mike Fiebiger (Ramsey), Doug Matzek for David Brandt (Washington); Randy Knippel (Dakota); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council); (Metropolitan Council) and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits*: Sally Wakefield (1000 Friends of Minnesota); *Special Expertise*: Brad Henry (U of M) and Ben Verbick (LOGIS), *State*: Joella Givens (MN/DOT) and Tim Loesch (DNR); *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker for Mark Doneux, Capital Region Watershed District.

Members Absent: *Academics*: Jeff Matson (U of M); *Business Geographics*: (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Counties:* John Slusarczyk (Anoka), *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Gordon Chinander (Metropolitan Emergency Services Board, *Schools*: Dick Carlstrom; and *State*: David Arbeit (MnGeo).

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Support Team, and Mark Kotz, Chair of the Address and Technical Leadership Workgroups.

Visitors: Dave DiSera (EMA and GITA) and Steve Swazee (SharedGeo and GITA)

2. ACCEPT AGENDA

Member Givens moved and Member Radke seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Henry moved and Member Verbick seconded to approve the June 16, 2010 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING

Chairperson Wakefield asked if anyone had any questions about the information provided in the agenda report. None were offered.

5. ACTION AND DISCUSSION ITEMS

a) Proposal MetroGIS Co-Host GECCo Event

The Staff Coordinator Johnson clarified that he, not GITA, recommended the $3,000 contribution proposed in the agenda report to co-host a GECCo event after learning of the GECCo (*Geospatially Enabling Community Collaboration*) initiative last March and investigating its value to accomplishing MetroGIS objectives. Johnson then introduced Dave DiSera and Steve Swazee to explain the GECCo initiative, emphasizing that this proposal presents a low risk/high reward scenario to explore partnerships with non-government, a high priority of the Policy Board, by focusing on the scope on addressing shared information needs of the emergency response community, another priority of the Policy Board.

Highlights of the presentation included:

- GITA brings the private sector to the table, a key stakeholder that is often missing from discussions about collaborative solutions to shared information needs.
- The proposed Twin Cities GECCo would expand the participants of a previous GECCo's to include policy makers to leverage the collaborative environment that exists in the Twin Cities.
- GITA believes the Twin Cities environment presents an opportunity to develop a clear model for addressing the need for higher level policy-driven organizational mechanism needed to actually act on desired collaborative solutions.
- A statement of intent to contribute by MetroGIS is extremely valuable to demonstrate to state and federal authorities the strength of the concept.

Following the presentation, there was general discussion about:
- Topics addressed in the previous six GECCo events hosted by GITA and the general outcomes,
- The need to align a Twin Cities GECCo with related in-progress efforts such as Exercise 24,
- Liability issues that have dissuaded utilities from sharing data in the past even though they realize they could benefit,
- GITA membership involving utilities and telecoms, interests MetroGIS has long desired to bring to the table,
- The opportunity to act on a priority of the Policy Board to seek out collaborative opportunities with the private sector in response to a question about how this initiative differs from what MetroGIS is already doing,
- Value perceived by the Council as its funds would be used to which Vander Schaaf and Gelbmann concurred that the Council sees value in that the experience is expected to aid with a current Continuity of Operations initiative in progress at the Council.
- Expectations for MetroGIS's role in the planning and actual participation.
- Conversation that was in progress with DHS when this presentation was made seeking their support of multiple such event across the country,
- Whether the "up to" should be removed from the proposed motion (e.g., a contribution from MetroGIS of up to $3,000)

Motion: Member Knippel moved and Member Givens seconded to recommend that the Policy Board approve a contribution of up to $3,000 in 2011 to co-sponsor a GECCo event in the Twin Cities in 2011. Payment of these funds is contingent upon all other financing required for a successful forum to be obligated. Motion carried ayes all.

b) **2010 Accomplishments – Projects Completed and In-Progress**
Staff Coordinator Johnson summarized the information provided in the agenda report, noting that the purpose for this item is to provide context for discussing a suggested 2011 work program; the next agenda item. No questions were asked. Gelbmann commented that a project manager is needed for development of the proposed "Clip, Zip, and Ship" tool to support the emerging Geospatial Commons now that Jessica Deegan has changed jobs and is no longer with the Council.

c) **2011 Program Objectives/Budget**
Staff Coordinator Johnson presented a suggested work plan for 2011, as outlined in the agenda report. The only program objective for which discussion ensured regarding the proposed Next Generation MetroGIS Needs Assessment and is summarized below.

In response to a question about how the proposed needs assessment would compare to the assessment conducted in 1996-97, Member Gelbmann commented that this version would go beyond data to deal with web services and applications. Chairperson Wakefield added that she is delighted to see that the project is not limited to shared geospatial needs of government interests but is intended to explore shared needs of the broad community of institutions that serve the seven county area.

In response to question from Knippel about the proposed allocation of $50,000 to this study over two years, Vander Schaaf commented that this type of community-focused needs assessment will be necessary shortly to successfully compete for community/economic development grants offered not only by the federal government but also most foundations. He went on to mention that foundation and government grant programs are currently being retooled to require holistic/regional planning focuses to qualify for consideration and that GIS enterprises, coordinated across regions/multiple jurisdictions, to support the planning efforts, such as the mission of MetroGIS, are also increasingly viewed as a key element for successful applications.

Motion: Member Gelbmann moved and Member Henry seconded that the Coordinating Committee:
    1) Endorse the program objectives presented in Attachment A of its agenda report as priorities for 2011.
    2) Endorse the 2011 "Foster Collaboration" budget presented in Attachment B of its agenda report.
    3) Recommend that Policy Board endorse the subject 2011 MetroGIS Work Plan and Budget.

Motion carried ayes all.

d) GIS Technology Demonstration – October Policy Board Meeting
Staff Coordinator Johnson summarized the information presented in the agenda report. All agreed the 2nd ranked priority (*"Emergency response maps consistent across jurisdictions, based on U.S. National Grid*) that was identified at the March Committee meeting should be selected for the Policy Board's October meeting (the top priority was presented in July). Member Knippel agreed to make the presentation. He asked for advice from the Committee as to how to best frame the presentation in terms of seeking support to broaden use of the National Grid Mapping Standard. The Committee concluded that the Policy Board should be informed of the value of pursuing this standard. If Board members concur that wide spread use of the standard would benefit MetroGIS stakeholders then the Board should be asked to instruct the Committee to offer an advocacy strategy for the Board's consideration.

e) Refine E-Vote Process
Chairperson Wakefield explained the rationale for the suggested changes to the current E-Voting procedure as explained in the agenda report. Harvey suggested that the three day comment period be clarified to state "three full business days". The members concurred

Motion: Member Radke moved and Member Harvey seconded to that the Coordinating Committee recommend that the Policy Board modify MetroGIS's Operating Guidelines as described in Attachment A, of the Committee's agenda report and dated, August 23, 2010, subject to refinement of stipulating "three full business" days for the comment period.

Motion carried ayes all.

f) Quantify Public Value (QPV) of Geospatial Commons Study Update
Member Harvey, who serves as the Research Coordinator for the QPV Study, began his comments by mentioning that the study is comprised of two major components – Return on Investment study internal to Hennepin County and a Quantify Public Value (QPV) study which will focus on benefits, from the taxpayer's perspective, to institutions that serve the geographic extent of Hennepin County. He then provided an update of the overall project and, in particular, the Hennepin County ROI component which was nearing completion at the time of this presentation. Click here to view Harvey's slides.

One of Harvey's slides showed the Hennepin County Departments/Offices from which representatives participated in the study. The term "surveyor" was listed on a slide intending the meaning "department of the county surveyor". Member Brown, the Hennepin County Surveyor, noted that he had not participated in the interviews, to which Harvey and Johnson noted that the slide

would be changed for future presentations to make clear that the office, not the person, was involved. There were no other comments.

6. **<u>NEXT MEETING</u>**
The next meeting of the Coordinating Committee is scheduled for December 16, 2010.

7. **<u>ADJOURN</u>**
The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS   **Coordinating Committee**

Cooperation, Coordination, Sharing Geographic Data

Thursday, December 16, 2010
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

*********************** *Following Reports on MetroGIS Website* ***********************
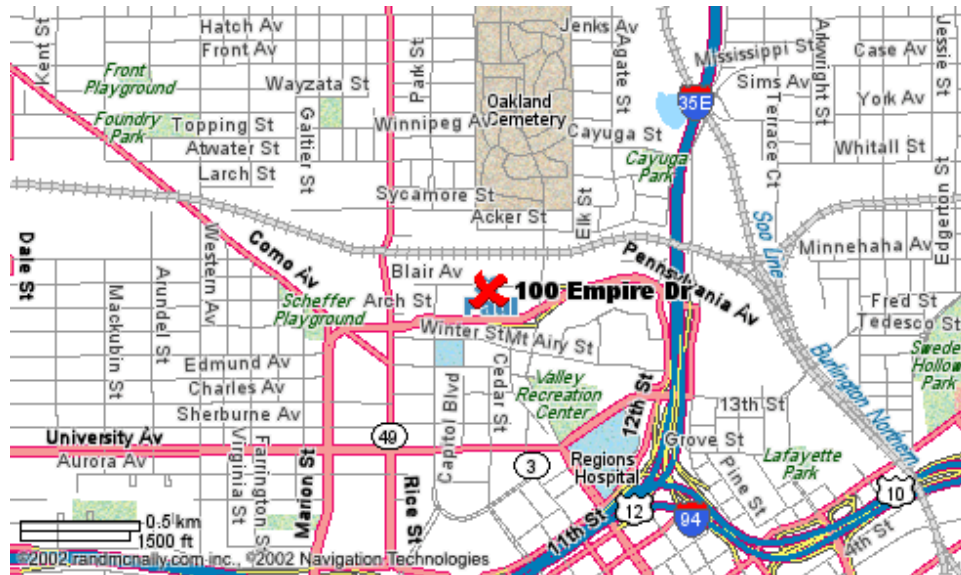
Major Project Updates:
(See Agenda Item 5f)

Information Sharing:
a) NGAC meeting - December 7-8
b) MGAC Meeting – December 29
c) Metro and State Geospatial Initiatives Update
d) Federal and National Geospatial Initiatives Update
e) Presentations / Outreach / Studies

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 for more information

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:02 p.m. and asked the others in attendance to introduce themselves.

Members Present: Cities: Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin), Peter Henschel (Carver), Jim Bunning (Scott); Mike Fiebiger (Ramsey), Doug Matzek for David Brandt (Washington); Randy Knippel (Dakota); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council); (Metropolitan Council) and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits*: Sally Wakefield (1000 Friends of Minnesota); *Special Expertise*: Brad Henry (U of M) and Ben Verbick (LOGIS), *State*: Joella Givens (MN/DOT) and Tim Loesch (DNR); *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker for Mark Doneux, Capital Region Watershed District.

Members Absent: *Academics*: Jeff Matson (U of M); *Business Geographics*: (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Counties:* John Slusarczyk (Anoka), *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Gordon Chinander (Metropolitan Emergency Services Board, *Schools*: Dick Carlstrom; and *State*: David Arbeit (MnGeo).

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Support Team, and Mark Kotz, Chair of the Address and Technical Leadership Workgroups.

Visitors: Dave DiSera (EMA and GITA) and Steve Swazee (SharedGeo and GITA)

2. ACCEPT AGENDA

Member Givens moved and Member Radke seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Henry moved and Member Verbick seconded to approve the June 16, 2010 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING

Chairperson Wakefield asked if anyone had any questions about the information provided in the agenda report. None were offered.

5. ACTION AND DISCUSSION ITEMS

a) Proposal MetroGIS Co-Host GECCo Event

The Staff Coordinator Johnson clarified that he, not GITA, recommended the $3,000 contribution proposed in the agenda report to co-host a GECCo event after learning of the GECCo (*Geospatially Enabling Community Collaboration*) initiative last March and investigating its value to accomplishing MetroGIS objectives. Johnson then introduced Dave DiSera and Steve Swazee to explain the GECCo initiative, emphasizing that this proposal presents a low risk/high reward scenario to explore partnerships with non-government, a high priority of the Policy Board, by focusing on the scope on addressing shared information needs of the emergency response community, another priority of the Policy Board.

Highlights of the presentation included:

- GITA brings the private sector to the table, a key stakeholder that is often missing from discussions about collaborative solutions to shared information needs.
- The proposed Twin Cities GECCo would expand the participants of a previous GECCo's to include policy makers to leverage the collaborative environment that exists in the Twin Cities.
- GITA believes the Twin Cities environment presents an opportunity to develop a clear model for addressing the need for higher level policy-driven organizational mechanism needed to actually act on desired collaborative solutions.
- A statement of intent to contribute by MetroGIS is extremely valuable to demonstrate to state and federal authorities the strength of the concept.

Following the [presentation](), there was general discussion about:
- Topics addressed in the previous six GECCo events hosted by GITA and the general outcomes,
- The need to align a Twin Cities GECCo with related in-progress efforts such as Exercise 24,
- Liability issues that have dissuaded utilities from sharing data in the past even though they realize they could benefit,
- GITA membership involving utilities and telecoms, interests MetroGIS has long desired to bring to the table,
- The opportunity to act on a priority of the Policy Board to seek out collaborative opportunities with the private sector in response to a question about how this initiative differs from what MetroGIS is already doing,
- Value perceived by the Council as its funds would be used to which Vander Schaaf and Gelbmann concurred that the Council sees value in that the experience is expected to aid with a current Continuity of Operations initiative in progress at the Council.
- Expectations for MetroGIS's role in the planning and actual participation.
- Conversation that was in progress with DHS when this presentation was made seeking their support of multiple such event across the country,
- Whether the "up to" should be removed from the proposed motion (e.g., a contribution from MetroGIS of up to $3,000)

Motion: Member Knippel moved and Member Givens seconded to recommend that the Policy Board approve a contribution of up to $3,000 in 2011 to co-sponsor a GECCo event in the Twin Cities in 2011. Payment of these funds is contingent upon all other financing required for a successful forum to be obligated. Motion carried ayes all.

b) **2010 Accomplishments – Projects Completed and In-Progress**
Staff Coordinator Johnson summarized the information provided in the agenda report, noting that the purpose for this item is to provide context for discussing a suggested 2011 work program; the next agenda item. No questions were asked. Gelbmann commented that a project manager is needed for development of the proposed "Clip, Zip, and Ship" tool to support the emerging Geospatial Commons now that Jessica Deegan has changed jobs and is no longer with the Council.

c) **2011 Program Objectives/Budget**
Staff Coordinator Johnson presented a suggested work plan for 2011, as outlined in the agenda report. The only program objective for which discussion ensured regarding the proposed Next Generation MetroGIS Needs Assessment and is summarized below.

In response to a question about how the proposed needs assessment would compare to the assessment conducted in 1996-97, Member Gelbmann commented that this version would go beyond data to deal with web services and applications. Chairperson Wakefield added that she is delighted to see that the project is not limited to shared geospatial needs of government interests but is intended to explore shared needs of the broad community of institutions that serve the seven county area.

In response to question from Knippel about the proposed allocation of $50,000 to this study over two years, Vander Schaaf commented that this type of community-focused needs assessment will be necessary shortly to successfully compete for community/economic development grants offered not only by the federal government but also most foundations. He went on to mention that foundation and government grant programs are currently being retooled to require holistic/regional planning focuses to qualify for consideration and that GIS enterprises, coordinated across regions/multiple jurisdictions, to support the planning efforts, such as the mission of MetroGIS, are also increasingly viewed as a key element for successful applications.

Motion: Member Gelbmann moved and Member Henry seconded that the Coordinating Committee:
1) Endorse the program objectives presented in Attachment A of its agenda report as priorities for 2011.
2) Endorse the 2011 "Foster Collaboration" budget presented in Attachment B of its agenda report.
3) Recommend that Policy Board endorse the subject 2011 MetroGIS Work Plan and Budget.

Motion carried ayes all.

d) **GIS Technology Demonstration – October Policy Board Meeting**
Staff Coordinator Johnson summarized the information presented in the agenda report. All agreed the 2nd ranked priority (*"Emergency response maps consistent across jurisdictions, based on U.S. National Grid*) that was identified at the March Committee meeting should be selected for the Policy Board's October meeting (the top priority was presented in July). Member Knippel agreed to make the presentation. He asked for advice from the Committee as to how to best frame the presentation in terms of seeking support to broaden use of the National Grid Mapping Standard. The Committee concluded that the Policy Board should be informed of the value of pursuing this standard. If Board members concur that wide spread use of the standard would benefit MetroGIS stakeholders then the Board should be asked to instruct the Committee to offer an advocacy strategy for the Board's consideration.

e) **Refine E-Vote Process**
Chairperson Wakefield explained the rationale for the suggested changes to the current E-Voting procedure as explained in the agenda report. Harvey suggested that the three day comment period be clarified to state "three full business days". The members concurred

Motion: Member Radke moved and Member Harvey seconded to that the Coordinating Committee recommend that the Policy Board modify MetroGIS's Operating Guidelines as described in Attachment A, of the Committee's agenda report and dated, August 23, 2010, subject to refinement of stipulating "three full business" days for the comment period.

Motion carried ayes all.

f) **Quantify Public Value (QPV) of Geospatial Commons Study Update**
Member Harvey, who serves as the Research Coordinator for the QPV Study, began his comments by mentioning that the study is comprised of two major components – Return on Investment study internal to Hennepin County and a Quantify Public Value (QPV) study which will focus on benefits, from the taxpayer's perspective, to institutions that serve the geographic extent of Hennepin County. He then provided an update of the overall project and, in particular, the Hennepin County ROI component which was nearing completion at the time of this presentation. Click here to view Harvey's slides.

One of Harvey's slides showed the Hennepin County Departments/Offices from which representatives participated in the study. The term "surveyor" was listed on a slide intending the meaning "department of the county surveyor". Member Brown, the Hennepin County Surveyor, noted that he had not participated in the interviews, to which Harvey and Johnson noted that the slide

would be changed for future presentations to make clear that the office, not the person, was involved. There were no other comments.

6. **<u>NEXT MEETING</u>**
   The next meeting of the Coordinating Committee is scheduled for December 16, 2010.

7. **<u>ADJOURN</u>**
   The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: October 2010 Policy Board Meeting Highlights

DATE: October 25, 2010
          (For the Dec 16th Meeting)

The following **major** topics were considered / acted on by the Policy Board on October 20th. Refer to the meeting minutes for information about each item and other topics considered by the Board.

1. **Technology Demonstration**
   Randy Knippel presented *"Emergency response maps consistent across jurisdictions, based on U.S. National Grid"*. The Board concurred with his suggestion that the Coordinating Committee offer a strategy for promoting the use of this standard among organizations that serve the Twin Cities. Accordingly, this topic has been added to the 2011 work plan.

2. **HUD Grant – Transit Planning**
   Board members were informed by Mark Vander Schaaf that a consortium of Twin Cities governments, including the Metropolitan Council, non-profits and foundations, have been awarded a $5 million grant for transit way planning. $200,000 has been budgeted for visualization tools for which geospatial technology will be a critical component.

3. **Host GECCo Event – Letter of Support**
   Following a presentation by Dave DiSera, representing GITA, the Policy Board unanimously authorized Chairperson Schneider to send a letter of support to GITA, on behalf of the full Policy Board, endorsing the idea to co-host a GECCo Event in the Twin Cities in 2011 and authorizing a contribution of update $3,000. The letter sent to GITA leadership is attached.

4. **2011 Program Objectives**
   No changes were suggested to the 2011 preliminary work plan suggested by the Committee, except for adding development of a plan to promote use of the US National Grid as explained in Item 1, above.

5. **Refine Coordinating Committee E-Vote Process**
   Postponed the January meeting due to lack of time

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

October 21, 2010

Mr. Robert Samborski
Geospatial Information and Technology Association
14456 East Evans Avenue
Aurora, CO 80014

> ### *Re: Letter of Support - Twins Cities Geospatially Enabling Community Collaboration (GECCo) Event*

Dear Mr. Samborski,

On behalf of the MetroGIS Policy Board, I am writing in support of efforts to bring a GECCo event to the Twin Cities. It is my understanding that indications of local support are important factor in determining where your association will stage its next event. For that reason, please consider MetroGIS an enthusiastic proponent of a Twin Cities GECCo and of our action on October 20, 2010 to authorize an expenditure of up to $3,000 in support of this event.

As you may be aware, MetroGIS has a long history of catalyzing collaborative regional solutions to information needs shared by organizations, public and non-public sector institutions alike, that serve the seven-county, Minneapolis-St. Paul Metropolitan Area. Additionally, current high priorities of the MetroGIS Policy Board include: 1) defining opportunities to establish partnerships whereby resources can be leveraged across sectors to address shared needs and 2) improving access by first responders to critical geospatial data needed in times of emergencies. Finally, the Policy Board is also aware there remain many complex emergency response issues related to information flows and interoperability that will require grass roots efforts and policy decisions to fix.

As such, MetroGIS believes that a Twin Cities GECCo focused ion the emergency response community - by bringing into focus these data sharing issues of the public-private infrastructure - would be of substantial benefit to the Twin Cities metropolitan region and greater Minnesota and, in so doing, has the potential to create significant public value.

Therefore, the MetroGIS Policy Board is excited about the GECCo premise and strongly urges GITA to bring a GECCo event to the Twin Cities at the earliest possible date. MetroGIS staff and members of MetroGIS's Coordinating Committee stand ready to help promote the event among our constituents and serve on the event planning and/or post event coordination committees.

Sincerely,

Terry Schneider, Chairperson
MetroGIS Policy Board

cc: Randall Johnson
    MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Election of Officers

DATE: November 23, 2010
            (For the Dec. 16th Mtg.)

REQUEST

The Committee is respectfully requested to elect a chair and vice-chair for 2011.

BACKGROUND

1. The current Committee Chair and Vice-Chair (Sally Wakefield, 1000 Friends of Mn, and Peter Henschel, Carver County) are completing their second 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 2011

COORDINATING COMMITTEE MEMBERSHIP
(As of December 17, 2009)

Name	Organization	Organization Type
Jeff Matson	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
Jeff Matson	University of Mn – CURA on behalf of Mn Council of Nonprofits	Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
Ben Verbick	LOGIS	Special Expertise
vacant	(*Open since September 2008*)	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 Wencl	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) (*no vice chair in 1996*)
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 -2010	Sally Wakefield	Peter Henschel

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5b

TO: Coordinating Committee

FROM: MetroGIS Address Workgroup & MnGeo Standards Committee
Chairs: Mark Kotz
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: New Municipal ID Standard

DATE: November 23, 2010
(For the Dec 16th Mtg.)

REQUEST

The MetroGIS Address Workgroup and the MnGeo Standards Committee are asking the Coordinating Committee to recommend to the Policy Board use of the Minnesota State Standard and National Standard identifier codes for municipalities.

Mark Kotz, Chair of the Address Workgroup and the Standards Committee, will attend the December 16th Committee meeting to explain this proposal.

RATIONALE AND VALUE

In 1999 the Policy Board endorsed the use of the then national standard FIPS 55-3 place codes for municipalities. In 2006 those FIPS 55-3 codes for municipalities were retired by the federal government and replaced by the Geographic Names Information System (GNIS) "civil" codes. In 2009 the State of Minnesota also adopted the GNIS civil codes as a state standard identifier for cities, townships and unorganized territories (CTUs).
http://www.state.mn.us/portal/mn/jsp/content.do?programid=536911234&id=-536891917&agency=OETweb

To align with national and state coding standards, it is requested that MetroGIS also adopt this as a standard identifier for municipalities. A crosswalk of all such codes is provided on the MetroGIS DataFinder web site at http://www.datafinder.org/metadata/county_ctu_lut.htm .

RECOMMENDATION

That the Committee recommend that the Policy Board endorse use by the MetroGIS community of the municipal codes defined in the state CTU Identifier Codes standard.

Codes for the Identification of Cities, Townships and Unorganized Territories (CTUs) in Minnesota

Date Issued: Approved by the Minnesota Governor's Council on Geographic Information 03/25/2009

Introduction:
This standard provides a set of codes that uniquely identify more than 2700 cities, townships and unorganized territories (CTUs) within the state of Minnesota. These codes originate from the U.S. Geographic Names Information System and are recognized as a formal federal standard.

Applicability:
Who cares about this standard?
This standard is important to all developers of public databases containing information about cities, townships and unorganized territories in Minnesota.

When do they apply? When do they not apply?
This standard has been developed to improve the exchange of public data about cities, townships and Census Bureau-defined unorganized territories. It is understood that some counties define unorganized territories differently than the Census Bureau. Such county-defined unorganized territories are not included within the scope of this standard. Use of this standard is *mandatory* when both of the following two conditions exist:
- a state agency is transferring data to an external requestor, AND
- no other previously-agreed-to coding scheme for CTUs has been designated.

Use of this standard is recommended when local governments exchange data, or when any new public databases are being designed that must incorporate a coding scheme for these CTUs. Use of this standard by local government, the private sector and the public in general is strongly encouraged, but voluntary. This standard applies to data that are being transferred, and does not attempt to restrict how those data are internally stored or used.

Purpose of this Standard:
The purpose of this standard is to provide a single, common coding scheme to identify all cities, townships and Census Bureau-defined unorganized territories in Minnesota. It is intended to be used primarily when data are being transferred between a state agency and some external customer. Its use will improve the shareability of data resources by avoiding unnecessary duplication and reducing incompatibilities in collecting, processing and disseminating data.

Standard Requirements:
The city, township and unorganized territory identification codes that make up this standard comprise a subset of the federal Geographic Names Information System (GNIS). The GNIS is maintained by the U.S. Board on Geographic Names, U.S. Geological Survey, Department of the Interior; http://geonames.usgs.gov/. These GNIS feature identifier codes are also American National Standards Institute standards (ANSI INCITS 446-2008); http://webstore.ansi.org/

GNIS contains a nationally unique six to eight digit Feature ID code for each city, township and Census Bureau-defined unorganized territory in Minnesota and the nation. Within GNIS, cities

and townships fall within the "civil" class of features. Census Bureau-defined unorganized territories fall within the "Census" class of features.

GNIS implements these codes as integers (e.g. City of Saint Cloud = 2396483). The U.S. Census Bureau implements the codes as eight character text codes with leading zeros included (e.g. City of Saint Cloud = 02396483). Each format may be useful for different purposes. Because both formats are so prominently used at the federal level, both of these formats are considered to be in compliance with this Minnesota state standard. The text-with-leading-zeros format is recommended for most purposes.

GNIS Feature ID codes are unique nationwide. However, at times a state or county code will be used in conjunction with these codes. This is typically done to identify the portions of a city that are split by multiple counties. In such a case, two existing State of Minnesota data standards are of use:

1. *Codes for the Identification of the States, and the District of Columbia*
   http://www.state.mn.us/portal/mn/jsp/content.do?programid=536911234&id=-536891917&agency=OETweb

2. *Numeric Codes for the Identification of Counties in Minnesota*
   http://www.state.mn.us/portal/mn/jsp/content.do?programid=536911234&id=-536891917&agency=OETweb

Used together, these three codes provide a unique identifier for all portions of cities that cross county boundaries (termed *Minor Civil Divisions* by the U.S. Census Bureau) For example, the City of Saint Cloud falls within the Counties of Benton, Sherburne and Stearns:

State Code	County Code	GNIS Feature ID Code for Saint Cloud	Composite Code
27	009	02396483	2700902396483
27	141	02396483	2714102396483
27	145	02396483	2714502396483

Therefore, the Census unique identifier for that portion of St. Cloud within Benton County is 2700902396483.

Examples of GNIS feature identifier codes for CTUs are listed below. A complete list with a crosswalk to legacy Census codes can be found at http://www.lmic.state.mn.us/GovernmentUnits/.

CTU Identifier Code		CTU Name	CTU Type
GNIS Feature ID Text Format	GNIS Feature ID Integer Format		
02394789	2394789	Forest Lake	City
00664194	664194	Forest Lake Township (historical)	Township
00664196	664196	Forest Prairie Township	Township
00664197	664197	Forestville Township	Township
02394797	2394797	Fort Ripley	City
00664201	664201	Fort Ripley Township	Township
00664202	664202	Fort Snelling (unorganized territory)	Unorganized Territory

Compliance:

What constitutes compliance?

In cases where a state agency's databases include information about cities, townships and/or Census-defined unorganized territories, that agency must be capable of incorporating CTU identifier codes in a form consistent with this standard (in either GNIS Feature ID text or integer format) for the purpose of exchanging data between organizations. Agencies may continue to structure and store data using alternate coding schemes as they see fit, provided the capability exists to readily output a format that complies with this standard if requested to do so by a data sharing partner. It is recommended that agencies integrate this standard into new database designs whenever possible.

How will compliance be measured?

Evidence of compliance will be determined based on reports of satisfactory data transfers from receiving customers.

References and Sources of More Information:

Further information about this standard may be obtained from the Land Management Information Center (LMIC), 658 Cedar Street, Room 300, St. Paul, MN 55155; phone: 651-201-2499; fax: 651-296-3698; e-mail: clearing.house@state.mn.us

The Metropolitan Council distributes a CTU code crosswalk table for the seven county Twin Cities metropolitan area. The table includes many attributes related to CTUs including coding schemes currently or historically used by other organizations.
http://www.datafinder.org/metadata/county_ctu_lut.htm

The U.S. Department of Interior, United States Geological Survey maintains the Geographic Names Information System, which includes codes for a wide variety of geographic features.
http://geonames.usgs.gov/

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration Topic – January 2011 Policy Board Meeting

DATE: November 29, 2010
                (For Dec 16th Meeting)

INTRODUCTION
The Committee is asked to agree on a GIS Technology Demonstration topic for the Policy Board's
January 2011 meeting and a person(s) to present it.

PREVIOUS DIRECTION FROM CHAIRPERSON SCHNEIDER
Policy Board Chair Schneider has offered the following direction concerning the selection of
demonstration topics:
- What do stakeholders need but can't afford to address on their own? Explore cost/benefit
  individually versus collaboratively.
- What should the future role of the Policy Board be regarding offering guidance for managers?
- Demonstrate benefit of working together to solve a shared need from the stakeholder's perspective.
- Show examples of real-world applications particularly if can show how they can be leveraged to
  address anticipated future needs.
- Consider demonstrating "LOGIS's gGov" application - public facing interactive map application
  that offers information on city services, data, general geography. Touch on why developed and
  obstacles that needed to be overcome.

CANDIDATE DEMONSTRATION TOPICS
Each of the high interest demonstration topics that were defined by the Policy Board last spring via a
survey (see Reference Section) has been presented. Since the survey, two other viable presentation options
have been identified by the Committee. They are **emergency management web application**, referred to
as the Minnesota Structures Collaborative (MSC) and the **NexTrip** application.

DISCUSSION
Do Committee members believed that the **emergency management web application**, referred to as the
Minnesota Structures Collaborative (MSC) or the **NexTrip** application would provide valuable insight to
the Policy Board members in accordance with direction provided by Chairman Schneider? Would
LOGIS's gGov application be a better option for the January meeting? Are they any other demonstration
candidates that members believe would be of stronger interest to Board members (e.g., election related)?

RECOMMENDATION
That the Coordinating Committee:
1) Agree on a GIS Technology Demonstration topic for the January 2011 Policy Board meeting and
   who will present it.
2) Direct staff to conduct a survey prior to the March Committee meeting to identify demonstration
   topics for the remainder of 2011.

ATTACHMENT A
Technology Demonstration Priorities

A) **POLICY BOARD DIRECTION SURVEY RESULTS**: A survey was conducted in March 2010 to identify prospective demonstration topics of the greatest interest to Policy Board members. The top four desired topics are listed in the table below. (The complete survey results are presented in Attachment A.) At its April meeting, Policy Board members agreed that they would be comfortable if the topics ranked 2-4 results below were to be scheduled for the next three Policy Board meetings.

DEMONSTRATION TOPICS SELECTED	**POLICY BOARD RANKING (# PB)**	**OVERALL RANKING**	**DOT EXERCISE TOTAL VOTES**
1) Coordinated Data Management via Internet - Council and Counties (***Presented at April PB Meeting***)	2.57 (7)	2.22	26
2) Emergency response maps consistent across jurisdictions, based on U.S. National Grid (***Presented at October PB Meeting***)	2.28 (6)	1.96	26
3) Multi-county collaboration for public access property information application (***Presented at July PB Meeting***)	2.14 (5)	2.15	20
4) Collaborative Application Development Among Counties (general) (***Presented at July PB Meeting***)	2.00 (5)	2.20	30

B) **TOPICS OF LESS INTEREST TO THE POLICY BOARD**

CANDIDATE DEMONSTRATION TOPICS	**POLICY BOARD RANKING (# PB)**	**OVERALL RANKING**	**DOT EXERCISE TOTAL VOTES**
• Using the USNG for emergency response	1.86 (4)	1.48	8
• Data Practices Law- Relationship to MetroGIS Objectives	1.71 (3)	1.93	**27**
• **LOGIS gGov - public facing interactive map offers information on city services, data, general geography**	1.57 (3)	1.48	11
• Scott / Dakota / Carver GIS Collaboration	1.57 (3)	1.73	12
• Crowd-sourcing, Open Street Map - opportunities to engage the public in improving GIS data	1.43 (3)	1.70	**28**
• Parcel maintenance has moved from CAD to Geodatabase	1.43 (3)	1.19	5
• Base map web service developed by the Metropolitan Council	1.23 (3)	1.88	**34**
• ArcGIS Server based Public Parcel Viewer (FLEX API technology)	1.14 (2)	1.67	14
• Natural Resources Digital Atlas- Metropolitan Council	1.14 (2)	1.27	6
• Active Living Ramsey County Recreation Portal	1.14 (1)	1.15	4
• New Public website. Foreclosure data is now online	1.00 (3)	1.22	5
• Regional Base Map Service – North St. Paul Testimonial	1.00 (2)	1.31	7
• Active Living Recreational Web Portal - Carver County	1.00 (1)	1.04	0
• Historical Census Mapping - U of M	1.00 (1)	.92	3
• Cyclopath	.86 (1)	1.08	3
• maps.umn.edu	.71 (0)	.81	1

MetroGIS

Agenda Item 5d

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2011 Committee Meeting Schedule

DATE: November 29, 2010
              (For the Dec. 16th Meeting)

REQUEST
The Coordinating Committee is respectfully requested to set its meeting schedule for 2011.

POLICY BOARD SCHEDULE
On October 20th, the Policy Board adopted the following meeting schedule for 2011: January 19, April 20, July 20, and October 19, all 3rd Wednesdays of the month.

DISCUSSION
The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Thursdays, 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.

Suggested Meeting Dates (Thursdays)	Anticipated Major Topics
March 24, 2011	• Results of Next Generation Needs Assessment • 2012 Preliminary Program Objectives • 2012 Preliminary Budget
June 23	• GECCo Forum Preparations (*Improve data access for Emergency Managers*) • Regional Address Points Dataset – Phase II development policies
September 22	• Feasibility Study Results – Next Generation Street Centerline Collaboration Model • Next Generation Regional Parcel Data Sharing Agreement
December 15 (*Assumes MN IT Symposium the previous week*)	• Election of Officers • Performance Measurement Metrics • 2012 Final Program Objectives • 2012 Final Budget

RECOMMENDATION
That the Committee set its meeting schedule for 2011.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: MetroGIS Staff Coordinator

SUBJECT: Regional GIS Projects – Project Reports and Demonstrations

DATE: December 1, 2010
             (For the Dec 16th Mtg.)

This agenda item is comprised of five separate project reports/demonstrations:

  (1) Address Points Editing Tool
  (2) Best Image Service
  (3) Geocoder Service – 2010 Enhancements
  (4) Proximity Finder Service
  (5) Stormwater Digital Data Exchange Standard

A separate report follows for each project but, in each case, the requested action of the Committee is the same - offer comments to the project team to consider when preparing their final project report.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5e(1)

TO: Coordinating Committee

FROM: Address Workgroup
              Chair: Mark Kotz
              MetroGIS Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Address Points Editing Tool – Demonstration

DATE: November 22, 2010
              (For the Dec 16th Mtg.)

REQUEST

The Address Workgroup is seeking comment from the Coordinating Committee regarding the functioning of a new prototype Address Points Editing Tool developed under its guidance by Applied Geographics, headquartered in Boston, MA.

Mark Kotz, Chair of the Address Workgroup, will attend the December 16th Committee meeting to explain the tool that has been developed.

MetroGIS contributed $13,500 toward this project.

PURPOSE OF ADDRESS POINTS EDITING TOOL

This project is a component of a larger effort to develop a Regional Address Points Dataset that would be updated directly by local address authorities as they create and modify addresses. The online editing tool is expected to be used by some, but not all address authorities. Several counties have indicated an interest in hosting the editing tool for cities within their counties.

Although development of this tool was authorized by the Policy Board in October 2008, work did not begin until June 2010 due to procurement complications.

RECOMMENDATION

That the Committee offer comments to the Address Workgroup and Applied Geographics to consider when preparing the final project report.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Best Image Service Project Team
                      Team Lead: Chris Cialek, MnGeo
                      MetroGIS Staff Contact: Matt McGuire – 651-602-1964

SUBJECT: Best Image Service

DATE: December 1, 2010
                      (For the Dec 16th Mtg.)

REQUEST
The Coordinating Committee is invited to comment on the in progress Best Image Service that is under development by MnGeo to specifications defined by MetroGIS. Chris Cialek is the development team lead. He will demonstrate the in-progress service at December Committee meeting.

PROJECT OBJECTIVE
The project workgroup developed a definition of what "best" means to provide a foundation for MnGeo's development of the service, which MnGeo will host. The contract with MnGeo calls for the service development to be complete by year end. Final ocumentation will follow by mid 2011. At small scales the service will involve Landsat imagery and at larger scales it will utilize aerial photography. At 1:10,000 the service will switch to 1 foot resolution.

After initial development, a workgroup will meet annually to determine changes to the best image service. The current paradigm is that any imagery available on the MnGeo imager server will be considered for inclusion as "best". All imagery utilized in the Best Image Service must be first submitted to MnGeo so that MnGeo can to make it a publicly available web service.

MetroGIS provided $15,250 in support of this project.

RECOMMENDATION
That the Committee offer comments to the Best Image Service Development Team to consider when preparing the final project report.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Geocoder Workgroup
              Chair: Nancy Read
              MetroGIS Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Geocoder Service – 2010 Enhancements

DATE: December 1, 2010
              (For the Dec 16ᵗʰ Mtg.)

REQUEST

The Coordinating Committee is invited to comment on the project update report (Attachment A) and accompanying presentation that will be made by the project manager, Nancy Read, at the December Committee meeting.

PROJECT OBJECTIVE

Enhance the Metro Geocoding Service to:

- Include a "universal one-line parser" to allow requests to the service to come in as one line instead of already split into micro (house# + street) and macro (city, state, zip) part.   Steve Woodbridge is the subcontractor.
- Restructure the underlying PAGC geocoder code so that it can use other kinds of databases for its internal storage in addition to the current choice, Berkeley DB level 4.1-4.4 (a relatively old version in this business). Walter Sinclair is the subcontractor.

MetroGIS provided $10,000 in support of this project.

RECOMMENDATION

That the Committee offer comments to the Geocoder Workgroup to consider when preparing the final project report.

Project Update Report
Metro Geocoder Service Enhancements – 2010
Report submitted by Nancy Read, Technical Coordinator, MMCD, nancread@mmcd.org   651-643-8386

Background
The MetroGIS Geocoder Web Service uses an open-source geocoding engine called PAGC to take a requested street address, intersection, or landmark/point-of-interest name and return the location coordinates (lat-long) for matching entries in the Minneapolis-St.Paul metro area Parcel Points , Streets, or Landmark datasets. PAGC uses a weighting scheme that allows comparison of candidates from both parcel and street datasets simultaneously (not a fail-over). The service has been in use for two years, receiving up to 90,000 hits per month (current usage about 4000/mo). The project is described at http://www.metrogis.org/data/apps/geocoder/index.shtml .

2010 Enhancement Projects
On August 26, 2010 members from the Metro and Statewide Geocoder workgroups (Nancy Read, Mark Kotz, Pete Olson, Mike Dolbow, Jim Maxwell, Chris Cialek, and Kent Treichel, plus input from Dave Bitner) met and chose priorities for 2010. The following were discussed and determined not to be funded this year:
1. Add more "precise" (not interpolated) layers, such as Address Points – this is possible with current software, has not been tested. As Address Points layer becomes available we can add that capability. Could also add zip+4 as a fallback dataset.
2. Batch interface – This is of interest particularly to State agencies, problem is having adequate data to geocode against; deferred for the moment.
3. More examples of using with ESRI products – would like to crowd-source this and add examples to Geocoder web site on MetroGIS.

The following two priorities were chosen for funding, and an RFI sent Sept.3 to the PAGC developers list and other interested parties. Responses were reviewed by workgroup members and selections sent to MetroGIS Sept. 22. By mid-October contractors received PO's with orders to proceed.
        .
1. **One-line entry Universal Parser** ($2000)
        Currently PAGC requires a request to be pre-structured into separate fields for House#+Street, or Street1 and Street2, or LandmarkName, plus fields for City, State, and Postal Code. For this project the programmer, Stephen Woodbridge (imaptools.com) developed a parser that allows service users to pass a unified text string to the geocoder and have the geocoder figure out a.) what type of request is being given (Address, Intersection, or Landmark Name) and b.) how the text string should be allocated to entry fields. Input text strings can be entered with no punctuation, but using a symbol such as "&" to indicate intersection and a comma before the City name increases likelihood of a correct response. The basic code is available for testing at http://imaptools.com:8080/parseaddress/
        Steve is in the process of integrating this code into the PAGC base and setting up an instance of PAGC with this addition running on a whole-US Tiger dataset for testing by the PAGC community.

2. **Re-structure Database Requirement** ($8000)
        The current PAGC geocoder requires the underlying data to be delivered in shapefile format, which it then converts to Berkeley DB for internal use. The version of Berkeley DB required (4.1 to 4.4) is now 5 years old, and we had some concern about its sustainability. It would also be helpful to be able to use data directly from other database sources (and allow automatic updates of underlying data), and make it easier to package our current web service for setting up redundant sites. The main PAGC developer, Walter Sinclair, had been looking for an opportunity to do make these changes, and the community has been pleased that we were able to make funding available for this. His description of the process is included below. Progress reports are posted to developers at https://lists.sourceforge.net/lists/listinfo/pagc-devel.

PAGC Geocoder Restructuring: Progress Reports and Original Proposal
From Walter Sinclair

Nov. 30, 2010: I have successfully devised the autotools set up that will allow choice of which backend to produce on the configuration command line. Now I am making the sources (there are about 50 source files) one by one and correcting the typos… if there are no link errors, a library is produced for that set of options. I am about 60% of the way through the options.

Nov. 13, 2010: What follows is the structure I have worked out.

(1a). There will be a set of interfaces for reading the input reference data. There is one for the schema, which is detachable from the others, one for the positional (geometry) data, one for the attribute (feature) data, and one which binds the others together.

(1b). I'm doing three different implementations for this set. One for shapesets (as we do now), one for postgis, and one for sqlite. The one for sqlite does not require spatialite. I am not supporting the old ogc model for separate feature and geometry tables but am assuming that tables will have a geometry column which will have the positional data in one of a handful of forms -- including the spatialite, the autodesk and the standard well known binary. Also it will support a pair of columns for the lat and long of point shapes. The postgis implementation will extract geometry data using the postgis ST_AsBinary function within a binary cursor. Both spatialite and postgis have loaders that will load in shapefiles.

(2a). There will be another set of interfaces for the storage of the normalized data, one for each index, one for the pgc configuration data, one for the positional data, and one for the feature (address) data. The one for the feature data is actually independent of the backend and reads data from a row interface. The cache interface, which belongs to this set, is also detachable. The index interfaces will need to be independent of connections established by the other interfaces since they will operate in separate threads. As with (1) there is an interface (I call it a factory) that binds them all together.

(2b). There will also be three implementations for this set: Berkley (as we do now), sqlite, and postgresql. In Berkley and sqlite the data will be stored in binary form in order to speed things up as much as possible. For postgresql this is such a problematic proposition that the nontext data will be stored as hexadecimal text. This means each record occupies twice the space and needs to be converted back and forth. In both sqlite and postgresql accesses will use prepared statements in order to increase access speed (each sql query is compiled once and new parameters are simply plugged in for each new application of the query).

(3). The cache interface for Berkley will support the changes to the Memory pool interfaces introduced in versions 4.5 and 4.6. The reason that this is such a hassle is that what Berkley did, in order to address a problem with transactions, is to require the caller for a page to declare in advance whether the page will be dirtied or not. In our application, as we go down and across the trie, we call and discard a number of pages before getting to the one that will be dirtied. And we don't know until we get there if a page is to be dirtied. What has been proposed is that we call each page as not to be dirtied and then, upon reaching the one we want, to discard it and call it again as dirtiable. This is not quite as easy as it sounds. I have also written an interface for a multiqueue cache. These cache interfaces will be difficult to debug.

(4). The goal with the creation of the libraries in the automake and configure scripts is to allow the user to specify which interfaces go into making a backend. My idea (and we'll see how it works) is to have a shallow source tree with all the sources in one directory and use automake conditionals to specify which sources go into the library. I need still to find m4 macros for the new libraries that will need to present.

(5). If anyone is interested in looking at them (they're not at all ready to be compiled), the current drafts of the interface sources are in the SVN under branches/datastore. The backends are under /ds and the pagc that will use them under /pagclib.

Proposal for Restructuring the PAGC Geocoding Library and the Implementation of Data Store Backends
Submitted to: The Metropolitan Council, September 15, 2010
Walter Sinclair, 3715 West Tenth Avenue, Vancouver, BC V6R 2G5
Telephone: 604-228-8223 E-mail: whitedwarf@deadwrite.com

OVERVIEW
The Metropolitan Council has expressed an interest in a restructuring of the software used in the MetroGIS geocoding web service in order to enhance its portability, versatility and sustainability. This documents presents a proposal to fashion the components of that restructured software.

PROPOSAL
It is proposed that:
(1) the PAGC library employed in the web service be restructured to allow the use of different data stores for certain key functions, and
(2) Implementations for two separate backends for these key functions be provided.
These key functions are (1) the data store for the unstandardized attributes and positions – which is currently shapesets only; and (2) the data store for the standardized attributes and positions --currently BerkeleyDB only.

PAGC, an open source geocoding library (http://www.pagcgeo.org/), will be reconfigured, for these two functions, to access its data stores through mediation of a new, generic DS library, and at least two implementations of that library will be provided. A critical aspect of ensuring that the frontend of the library remains stable will be providing a DS backend for the current Shapeset/ Berkeley datastores. That is the first implementation. The other implementation will be an SQL backend.

The new software will continue to be in ANSI C. However, due to the nature of the project, the new structure will become somewhat more object-oriented. The interface between PAGC and the data storage backends will be through a generic interface that provides library functions for the accesses that PAGC makes. The relationship between PAGC and the library will be through interfaces whose internal structures are hidden from PAGC, defined in a header entitled "ds_internal.h". These internal structures will do the work that V-Tables do in C++ classes. PAGC sees only "ds.h", which declares the functions and the role-specific definitions of the interfaces. In "ds.c" the functions are defined in relation to the internal structures of "ds_internal.h". These three files -- ds.h, ds.c and ds_internal.h -- will be common to all backends.

Each backend will consist of the source .c files that implement the internal structures. Each of these sources will define an interface structure that will contain a field giving the memory size of its structure, a pointer to its constructor, a pointer to its destructor, and a NULL field that will allow passage of error information, if needed. This will serve as the definition of one or more of the rolespecific interface declared in ds.h. The source will contain the code for the constructor and the destructor and code for all the functions in the interface that it is implementing.

PAGC in opening an interface will pass the definition of role-specific interface. Memory is allocated based on the definition, and PAGC can then use the interface and the functions declared in "ds.h" to access the role-specific implementations. PAGC may request, for example, the coordinates of an address from an interface performing the role of reading the input positional data, without knowing whether the interface is taking the data from a shapeset, an SQL table or an XML file.

Because the various roles may be actually implemented for the same data store provider -- as, for example, the Shapefile library might for incoming attribute tables and positional information, or BerkeleyDB might for the standardized attributes, position, indices and cache -- there will be ds library functions for interface factories that will allow individual roles to be linked together, if desired. This would make it possible to let an SQL database, for instance, perform all the roles. Another factor in specifying roles and interfaces is the fact that some accesses are per schema, while others are per context. Several clients may simultaneously accessing a schema, so it is desirable to keep each of these isolated. This results in two levels of interfaces for the standardized reference data stores.

TIMELINES AND DELIVERABLES

The following deliverables will be substantially completed by 31 December, 2010:

1. The compilable, executable source code for the portion of the DS datastore library that will be common to the backends for the PAGC library. This should be understood to mean both the backends that will be implemented in this proposal and those that will be implemented in future work.

2. The compilable, executable source for a DS backend that allows for the reading of the unstandardized reference address data in shapesets, the schema for that data in xbase tables, and for the storage of the standardized reference address data in BerkeleyDB databases.

3. The compilable, executable source for a DS backend that allows for the reading of the unstandardized reference address data in an SQL database and for the storage of the standardized reference address data in an SQL database.

4. The compilable, executable source for the new, re-structured, frontend version of the PAGC library that will deliver the same functionality as present, using either of the backends in (2) and (3).

5. Source for modules usable by DS backends, (for example, those in (2) and (3) above) to perform caching for approximate string searches, including (minimally) a compilable, executable implementation for Berkeley DB memory pools.

6. Documentation for the general use of the above software and on its use, installation and specific relationship with the geocoding service.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Proximity Finder Service Workgroup
Co-Leads: Jessica Fendos (DEED) and Brian Fischer (Houston Engineering)
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Proximity Finder Service

DATE: December 1, 2010
(For the Dec 16th Mtg.)

REQUEST

The Coordinating Committee is invited to comment on the draft final project report separate document) and accompanying presentation that will be made by the technical lead, Brian Fischer, at the December Committee meeting.

PROJECT STATUS

The draft final report is targeted to be sent to the Committee separate from this report but before the December 16 meeting for review before the meeting. The final project presentation is also scheduled for the December 16 meeting. The final report will include detailed documentation of the finder service and data uploader tools as well as discussion of lessons learned and recommendations for future work with the Proximity Finder project. Finally, the final project report will include links to the web service and source code ready for download.

PROJECT OBJECTIVE

This project addresses two related needs identified by MetroGIS participants: listing all the jurisdictions that apply to a particular point, and finding the nearest services based on a particular location, with an option to limit the search based on a jurisdiction polygon. These needs, combined as "Proximity Finder" by a MetroGIS workgroup in January 2009, were addressed by developing a prototype web service that takes url-encoded parameters and returns a response in GeoJSON, KML, and GML. The response is a "nearest to" and/or "within polygon" query result that can be used in a wide variety of client applications. Attributes for point results are returned and could also be used in clients.

In addition to the Finder query, a Loader tool was developed that allows authorized users to upload shape files into the service, where they become generally available as a WMS and WFS (listed in Get Capabilities) as well as being accessed through the query service. Sample clients are included. The prototype shows the feasibility of the service, and also shows the performance limitations of using WFS in a query setting. This could be modified to optimize performance for particular uses in a production web service. All parts of the service are open source and are available for download.

MetroGIS provided $18,750 in support of this project.

RECOMMENDATION

That the Coordinating Committee identify any changes it prefers made to the final project report.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5e(5)

TO: Coordinating Committee

FROM: Stormwater Digital Data Exchange Standard Project Workgroup
Project Manager: Carrie Mack
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Stormwater Digital Data Exchange Standard – Project Report

DATE: December 1, 2010
(For the Dec 16th Mtg.)

REQUEST

The Coordinating Committee is invited to comment on the project update report presented in Attachment A and accompanying presentation by the project manager, Carrie Mack, at the December Committee meeting.

The purpose of the project was to test application of the proposed Stormwater Data Exchange Standard to ensure that local government producers of the subject data have the capacity to adhere to it.

MetroGIS provided $10,000 in support of this project.

RECOMMENDATION

That the Committee offer comments to the Stormwater Digital Data Exchange Standard workgroup to consider when preparing their final project report.

Stormwater Digital Data Exchange Standard
Project Update Report – November 23, 2010
Submitted by Carrie Mack

<u>**Project Objective:**</u> To test application of the stormwater data exchange standard (Standard) to ensure that local government producers of the subject data have the capacity to adhere to the Standard.

a. <u>Data collection</u> – Thirteen MS4s contributed to request for data, twelve of these data sets came in GIS format (shapefile or geodatabase), one as a paper map. Establishing appropriate contact person proved to be time demanding and formal data requests were required for two MS4s. Some producer GIS datasets were partial or unverified and actively undergoing revisions for not just new but also preexisting infrastructure.

b. <u>Designation of Project Area</u> – Based on geographic extent of data producer response and desired subwatershed qualifications, 7122 acre Battle Creek subwatershed (HUC 070102060805) was chosen as the in-depth study area. This subwatershed includes land in five municipalities (Landfall, Maplewood, Oakdale, St. Paul, and Woodbury), two counties (Ramsey and Washington), and contains a major MnDOT highway intersection (I-94 and I-494/I-694)

c. <u>Data Migration Process</u> – Because of the wide variety of producer's data models, no two data sets could be migrated in the same way. Tables were developed to record inventoried features and attributes, illustrate parallel data fields, and guide migration efforts. First, Standard field names were established within attribute tables for original data and then populated using available producer data. Then reformatted data can be appended into relevant template feature classes residing in a UTM 15 feature dataset of a geodatabase intended to comply with the Standard data model. This geodatabase includes attribute domains based on domain values listed in the Standard for many fields. Final migration tasks include linking systems from different producers, checking directionality and topology, correcting errors, and creating some basic metadata for the combined dataset.

d. <u>Lessons learned</u>:

   i. <u>SDSSDE attributes</u> – The Standard implements a flexible and simplified approach to schema data model specifications. This was intended to minimize the burden on data producers and make compliance as simple as possible. However, this results in a somewhat ambiguous data model that can be difficult to consistently interpret and understand. Therefore, there is reason for concern that migrated data may be of limited utility and more importantly, that it will be difficult to combine different datasets migrated to the standard by different data producers due to incompatibility. This ultimately defeats the purpose for which a standard was developed.

   - The standard does not specify acceptable electronic spatial data formats. Therefore any electronic format would theoretically be in compliance such as CAD, text file formats, xml shapefiles, geodatatbases, etc.

   - The standard leaves it up to the data producer which features and attributes to include, and only specifies that those that are included must follow the standard.

   - There are some gaps in provisions for attribute data found common in producer datasets that may be of significant importance. A more comprehensive set of suggested data model revisions will be included in the final report.

   - Every type of feature found in a stormwater utility system is lumped into one feature class. Currently this is the most problematic feature class in the Standard. It is difficult to have a set of attributes that works well for all of the features that are intended to be represented. Some commonly found features such as flared end sections are not listed in the domain. This

Standard feature class does include an attribute for type, but the domain contains some values that appear to be function-based types and others that are structure-based types.

ii. <u>SDSSDE geometry</u> – Directionality appears to be substantially correct in almost all cases for data collected for this project, but connectivity is lacking in all but one.

- Lack of connectivity is mainly due to the absence of surface drainage connectors for small local drain networks and culverts, lack of connections to natural streams or constructed channels, and artificial connectors for flow through natural lakes/wetland or constructed ponds/wetlands.

- Since what features are included by the data producer is optional, it seems that this implies that connectivity is not really required by the Standard. Some guidance would be helpful in the Standard on for what features or at what scale connectivity should be provided for. Should every ditch, pipe, swale or creek be included regardless of size or area it drains be provided? Does every small wetland or pond require artificial connectors?

- Directionality may need to be explained in some cases in an attribute currently not provided by the Standard. In some cases, pipes may appear to have the wrong directionality, but are actually overflows intentionally designed with a negative slope for stormwater basins. Also, there is no attribute provided to indicate that a pipe is a force main or siphon.

iii. <u>Challenges for data producers</u> – Challenges will be better defined following meetings with data producers (early to mid-December). The amount of effort required to migrate data to the Standard can only be estimated at this time based on assumptions made on what is understood as required for compliance. This may not be exactly what was intended or what is optimal for good data sharing.

- Understanding standard model; what producer's data should look like in standard format
- Cleanup of data errors or missing data
- How to migrate producer data into standard format
- Lack of internal resources or skills to fix and migrate their data
- Lack of understanding on what comprises adequate metadata and how to create it

e. Final product usability assessment will be completed by members of the SDSSDE Coordinating Committee and interested MS4s in early to mid-December.

TO: Coordinating Committee

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

SUBJECT: 2010 Accomplishments and Project Updates

DATE: December 2, 2010
(For the Dec 16th meeting)

<u>INTRODUCTION</u>
The purpose of this report is to update Committee members on accomplishments in 2010, including projects begun this year that are not scheduled to be completed until 2011.

<u>COMPLETED PROJECTS:</u>
- Glossary of GIS and Geospatial Terms *- Developed, Adopted and Posted on MetroGIS Website*
- MGAC Asked to Take on Five Topics as Statewide Initiatives.
    a) Encouraged MnGeo to take an active leadership role in the development of a state geospatial broker and portal site as is being defined by the joint MetroGIS/GCGI Geospatial Architecture Workgroup.
    b) Encouraged MnGeo to take an active role in support of the proposed Minnesota Geo Applications Contest, as a partner to MetroGIS, because of the great benefit it would bring the MN geospatial community in terms of the availability of more web services.
    c) Access to licensed data (publically and privately produced) by emergency responders)
    d) Statewide Geocoder web service – *Received affirmation of prior commitment (transition from GCGI to MnGeo)*
    e) Storm and surface water tracing tool **-** *Received affirmation of prior commitment (transition from GCGI to MnGeo)*
- Regional Policy Statement – Socioeconomic Web Resources Page - Adopted

<u>IN-PROCESS PROJECTS</u> – **Completion Expected by December 31, 2010** *(See Reference Section)*
- Develop Address Points Web Editing Tool
- Develop Best Image Service
- Develop Proximity Finder Web Service
- Enhance Metro Geocoder Service
- Execute Next-Generation Street Centerline Agreement
- Test Stormwater Digital Data Exchange Standard

<u>IN-PROCESS PROJECTS</u> – **Completion Expected in 2011** *(See Reference Section)*
- Conduct Next-Generation MetroGIS Needs Assessment
- Develop Regional Address Points Dataset - Phase I:
    a) Phase 1 project work plan approved (*populate with data volunteered by current producers as test platform*).
    b) Interim policy statement approved governing creation and initial operation of the proposed regional dataset.
    c) Interim liability waiver approved for organizations that elect to contribute address point data as part of Phase 1.
    d) Database specifications endorsed
- Explore Next-Generation Regional Street Centerline Collaboration Model
- Investigate Appropriate Organizational Structure for SDI – *Implement and Manage Collaborative Solutions to Shared Geospatial Needs* (*Via Liaison with NGAC Governance Subcommittee*)
- Measure Public Value of Geospatial Commons (QPV Study)
- Streamline Data Access for Emergency Responders *VIA Hosting GECCo Forum in 2011*
- Test Implement - Minnesota Geospatial Commons (*MetroGIS/MnGeo Collaboration*)

Authorized Projects that Failed to Progress *(See Reference Section)*
- Develop Clip, Zip and Ship Tool to Support Geospatial Commons.
- Geospatial Applications Contest
- Refresh/Expand Functionality MetroGIS Website.

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

REFERENCE SECTION

(ADDITIONAL INFORMATION ABOUT THE STATUS OF 2010 IN-PROCESS)

I. In Process Projects – Completion Expected By December 31, 2010

a) Develop Address Points Web Editing Tool / Regional Address Points Dataset

The Phase I implementation of the MetroGIS Address Points Dataset is now live on DataFinder with data from Roseville. Contributions by more cities are encouraged, though due to lack of resources, very little promotion of the project has occurred. Development of the Web Editing Application began in June by Applied Geographics. Completion is expected by year-end. The national address data standard is expected to be approved by mid-January. Changes suggested by the Address Workgroup appear to be included.

b) Develop Best Image Service

The project workgroup developed a definition of what "best" means to provide a foundation for MnGeo's development of the service, which MnGeo will host. The contract with MnGeo calls for the service development to be complete by year end. Documentation will follow by mid 2011. At small scales the service will involve Landsat imagery and at larger scales it will utilize aerial photography. At 1:10,000 the service will switch to 1 foot resolution.

After initial development, a workgroup will meet annually to determine changes to the best image service. The current paradigm is that any imagery available on the MnGeo imager server will be considered for inclusion as "best". All imagery utilized in the Best Image Service must be first submitted to MnGeo so that MnGeo can to make it a publicly available web service.

c) Develop Proximity Finder Web Service

SharedGeo and Houston Engineering worked with the Proximity Finder Workgroup to refine the specifications for programming of the prototype service. Those specifications are documented in a report dated May 20.

The approved Phase 1 project involved creation of a proximity finder service for the application and another for the data uploader; the software to create these services and not a hosted-service itself. There currently is no defined long-term host for the proximity finder service. SharedGeo and Houston Engineering are hosting the application during the development and testing phases. The software will be freely available to anyone that wants to host it. The web service is designed to support two use cases:

- What's near me?
- What city am I in?

The process involved two demonstration of proximity finder prototype, one in August and the other in October. The development team showed off the required proximity finder web service via "What's near me?" and "What city am I in?" via use cases in an easy-to-use GeoMoose interface. Currently, the proposed web service output formats include GeoJSON, GML, and KML. The accompanying data upload tool is a separate component that allows users to upload data to the Phase 1 testbed application so that users don't have to code and maintain this service locally.

The current service supports only WGS, Lat Long coordinates, though clients may be able to project on the fly. Interaction with the Finder service is in LAT/LON - LL84 - EPSG:4326, but the Loader service can use others and tries to detect the coordinate system of the uploaded file by looking in the *.prj SHP file and will re-project to WGS84 (EPSG:4326) while it is loading if necessary.

Following completion of this Phase 1 project, discussion will switch defining a permanent host and the layers that should be included in the application. Some of the "starter" data sets from the MN Structures Collaborative were used as sample datasets in the Phase 1 project. The service could be used in conjunction with those datasets or potentially with the application developed by SharedGeo for MnGeo

to allow users to edit that data. A history of the project is available on the project web site at http:\\proximity.houstoneng.net/webpage/proxfinder.html.

d) Enhance Metro Geocoder Service
Two contractors are involved in this round of enhancements to the Metro Geocoding Service:
- Steve Woodbridge, who will be working on a "universal one-line parser" to allow requests to the service to come in as one line instead of already split into micro (house# + street) and macro (city, state, zip) parts,
- Walter Sinclair, who will be restructuring the underlying PAGC geocoder code so that it can use other kinds of databases for its internal storage in addition to the current choice, Berkeley DB level 4.1-4.4 (a relatively old version in this business).

The expectation is that a proposed regional policy statement for the Metro Geocoder Service will be ready for consideration by the Coordinating Committee at its March 2011 meeting.

e) Execute Next-Generation Street Centerline Agreement
NCompass and the MetroGIS/Council project managers agreed in early October on all aspects of the next-generation agreement to secure access to the NCompass Street Centerline Dataset by the MetroGIS community. A draft agreement was endorsed by the Council's procurement and unit and at this writing was under review by the legal unit. The goal is to fully execute the new agreement before the current agreement expires on December 31, 2010.

f) Test Stormwater Digital Data Exchange Standard (*Progress report (11/23/10*)
Objective: To test application of the stormwater data exchange standard (Standard) to ensure that local government producers of the subject data have the capacity to adhere to the Standard**:**
(1) Data collection – Thirteen MS4s contributed to request for data, twelve of these data sets came in GIS format (shapefile or geodatabase), one as a paper map. Some producer GIS datasets were partial or unverified and actively undergoing revisions.
(2) Designation of in-depth study area - The in-depth study area is 7122 acre Battle Creek Subwatershed (HUC 070102060805) which includes land in five municipalities (Landfall, Maplewood, Oakdale, St. Paul, and Woodbury), two counties (Ramsey and Washington), and contains a major MnDOT highway intersection (I-94 and I-494/I-694)
(3) Data Migration Process – Features and attributes were individually inventoried to illustrate parallel data fields, and guide migration efforts. Reformatted data was then appended into relevant template feature classes residing in a UTM 15 feature dataset of a geodatabase intended to comply with the Standard data model. Final migration tasks include linking systems from different producers, checking directionality and topology, correcting errors, and creating some basic metadata for the combined dataset.
(4) Lessons learned:
   i. SDSSDE attributes – The flexible and simplified approach to schema data model specifications may limit utility and cause difficulties when combining datasets.
   ii. SDSSDE geometry – Directionality appears to be substantially correct, but connectivity is lacking in all but one.
   iii. Challenges for data producers – Challenges will be better defined following meetings with data producers (early to mid-December).
(5) Final product usability assessment will be completed by members of the SDSSDE Coordinating Committee and interested MS4s in early to mid-December.

II. In-Process Projects – Completion Expected in 2011

a) Conduct Next Generation MetroGIS Needs Assessment
Applied Geographics (Boston, MA) was awarded the contract to conduct the next generation MetroGIS Needs Assessment. *See Agenda Item 5h.*

b) Develop Regional Address Points Dataset - Phase I:

- Phase 1 project work plan approved (*populate with data volunteered by current producers as test platform*).
- Interim policy statement approved governing creation and initial operation of the proposed regional dataset.
- Interim liability waiver approved for organizations that elect to contribute address point data as part of Phase 1.
- Database specifications endorsed

c) Explore Next-Generation Regional Street Centerline Collaboration Model

In addition to securing continued access to street centerline data that meets our needs, the RFP invited proposals to investigate the practicality of a new collaborative regional model for managing street centerline data. A proposal from Applied Geographics was awarded. The project is scheduled to begin late spring following completion of the Next-Generation MetroGIS Needs Assessment, which is also being supported by Applied Geographics. Applied Geographics is also the lead support to develop a strategic plan for the Transportation for the Nation (TFTN) initiative. The hope is that MetroGIS's study will be able to leverage, possibly test, ideas developed for the TFTN initiate.

d) Investigate Appropriate Organizational Structure for SDI – Implement and Manage Collaborative Solutions to Shared Geospatial Needs (*Via Liaison with NGAC Governance Subcommittee*)

To accomplish long-term sustainability, support resources available to supporting MetroGIS's "foster collaboration" function need to be expanded; a need acknowledged in the MetroGIS 2008-2011 Business Plan. Additionally, MetroGIS's current organizational structure (voluntary collaboration of willing organizations) will also need to evolve to a structure with capacity to receive and spend funding from multiple sources. The current structure was intended to serve as a means from which to clarify collaborative objectives for addressing sharing information needs and devise an organizational structure appropriate for collaboration across sectors, supported by multiple stakeholders.

Addressing these organizational development needs has also been recognized by the National Geospatial Advisory Committee (NGAC) as essential ingredients to realizing the vision of the National Spatial Data Infrastructure (NSDI). Accordingly, the FGDC (Federal Geographic Data Committee) authorized offering of the Category 5 Return on Investment NSDI Grant category. The NGAC has also engaged in an initiative directly related to MetroGIS's organizational needs.

(1) 2010 NSDI CAP Grant – Category 5 ROI Studies that focus on Multiple Agency Collaborative Endeavors. MetroGIS was awarded a $50,000 grant under this category for a study entitled "Measuring Public Value of Geospatial Commons: A MetroGIS Case Study". (*Working title* – Quantify Public Value (QPV) Study) (*See Agenda Item 5i*).

   Although substantial progress has been made through MetroGIS's efforts to establish a geospatial commons (regional solutions to shared information needs and one stop shop to access over 270 geospatial datasets), many believe that significant potential exists to greatly enhance the value of these resources if non-government interests were to have the opportunity to add value to these resources that, in turn, would be value to the community, in particular, public producers. This purpose of this study is to develop a replicable methodology that is capable of measuring the public value created from such chaining / reuse of geospatial data.

(2) National Geospatial Platform and NGAC Involvement: The Governance Subcommittee of the National Geospatial Advisory Committee (NGAC) developed a whitepaper entitled "Proposal to Measure Progress Toward Realizing the Vision of the NSDI. The high-level concepts presented in this paper were endorsed by the full NGAC on December 2, 2009 and the Subcommittee was authorized to begin work to build upon those high level concepts. Five categories of metrics are proposed, one focusing on organizational aspects of collaboration to achieve the vision of the NSDI. The need for an appropriate national organization structure is the same need faced by MetroGIS at the regional level. This need is also recognized in the emerging Geospatial Platform initiative in the federal space. The NGAC is expected to play a key advisory role in shaping this initiative, governance being among the primary areas of involvement.

e) **Measure Public Value of Geospatial Commons (QPV Study)**
   See Agenda Item 5i.

f) **Streamline Data Access for Emergency Responders** *VIA Hosting GECCo Forum in 2011*
   At its January 2010 meeting, the Policy Board included this topic area in its list of ideas to bring to
   MnGeo's/State Emergency Management Committee for attention at a statewide level. Subsequently, at
   its October 2010 meeting, the Policy Board authorized a letter of support to co-host in 2011, with GITA,
   a GECCo forum in the Twin Cities to act on this need. Steve Swazee, Executive Director of SharedGeo
   and member of the GITA Board of Directors is the lead organizer. Planning is underway with the
   tentative timeframe of September 2011. A local advisory committee is expected to be created shortly.

g) **Test Implement - Minnesota Geospatial Commons** (MetroGIS/MnGeo Collaboration)
   (1) The Commons will have 4 functional areas, Find, Evaluate, Share and Administer. MnGeo is hosting
       a test implementation using the ArcGIS 9.3 Geoportal Extension. The project is being worked on by
       staff from MnGeo, Metropolitan Council, DNR, MnDOT, DEED and Scott County. Phase 1 is
       wrapping up with a test version is expected to be available by year-end. Then a project plan will be
       proposed for a production version of the Commons.
   (2) A survey of user community with over 500 responses, which provided direction useful to define and
       prioritize the functionality of the proposed Commons.
   (3) The workgroup made a presentation about the Geospatial Commons at the Mn GIS/LIS Conference.
       Topics included:
       ✓ Morphing the look and feel of the interface toward the design sub-team recommendations
       ✓ Clear direction and recommendations defined on service requirements
       ✓ A draft service level agreement for the MnGeo Image Server

III. Abandoned 2010 Projects

- **Develop Clip, Zip and Ship Tool to Support Geospatial Commons**.
  The Commons workgroup was not ready for this project and no one came forward to serve as the
  project manager following Jessica Deegan's job change. $5,000 had been budgeted for this project.
  Insufficient time remained to enable these funds to be captured once the decision was made to not to
  proceed.

- **Geospatial Applications Contest**
  At its April 2010 meeting, the Policy Board concluded that insufficient collaborative support had been
  secured to effectively host the proposed contest. In response, then Board directed the Coordinating
  Committee to recommending and alternative plan for utilizing the $35,000+ in funding that had been
  dedicated to hosting the contest. Alternative uses for these funds were approved by the Policy Board
  at its July 2010 meeting, resulting in the launch of several projects defined herein in the "in-process"
  sections.

- **Refresh/Expand Functionality MetroGIS Website**.
  An attempt was made to secure a consultant through the Office of Enterprise Technology's (OET)
  relatively new ASAP procurement. Unfortunately, a qualified person did not respond and insufficient
  time remained to switch to the standard RFP procurement process. As such, the project had to be
  abandoned. $17,000 had been budgeted for this project. Insufficient time remained to enable these
  funds to be captured.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5g

TO: Coordinating Committee

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

SUBJECT: 2011 Major Program Objectives and "Foster Collaboration" Budget

DATE: December 1, 2010
(For the Dec 16th Meeting)

INTRODUCTION
The Committee is respectfully requested to recommend a 2011 MetroGIS work plan and accompanying budget for Policy Board approval, with the understanding that refinements are expected following completion of the in-process *Next-Generation MetroGIS Needs Assessment*.

PREVIOUS COMMITTEE AND POLICY BOARD DIRECTION
1. September 16: A preliminary 2011 work plan and budget were approved by the Committee for consideration by the Board.
2. October 20: The Policy Board accepted the Committee's work program recommendation with one change - add (see #10 below) "develop a plan to promote broader use the U.S. National Grid by organizations serving the Twin Cities". This addition was made following Randy Knippel's presentation to the Policy Board about the U.S. National Grid. No changes to budget.

CLARIFICATION
At its October 2009 meeting, the Policy Board adopted an updated MetroGIS Performance Measurement Plan. However, upon learning that grant funding had been approved for the MetroGIS Quantify Public Value Study, the Board decided to postpone development of the actual metrics until the results of the study are available. The study is expected to be complete by early summer 2011. As such, work on next-generation performance metrics is proposed to be included among the project priorities defined via the in-process *Next-Generation MetroGIS Needs Assessment,* which is explained in Agenda Item 5h.

MAJOR 2011 WORK PROGRAM ACTIVITIES
Refer to the Reference Section for major assumptions. See Attachment A for the accompanying "foster collaboration" budget.
1. Sustain traditional "foster collaboration" support activities
2. Complete Phase I (*Information Needs*) Next-Generation MetroGIS Needs Assessment (*in process*)
3. Complete/Make Substantial Progress on Geospatial Commons Testbed (*with MnGeo*)
4. Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*)
5. Complete Quantify Public Value (QPV) Study (*in process*)
6. Investigate Appropriate Organizational Structure (*in process via NGAC)*
7. Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement
8. Co-Host GECCo Forum (*Tentatively Third Quarter*)
9. Investigate New Street Centerline Collaboration Model (*Third Quarter start*)
10. Develop a plan to promote broader use the U.S. National Grid in the Twin Cities
11. *(TBD project(s) following completion of Next-Generation MetroGIS Needs Assessment)*

RECOMMENDATION
That the Coordinating Committee endorse the following for Policy Board approval:
1) The program objectives listed above as priorities for 2011, with the understanding that additional priorities are anticipated when the results of the *Next-Generation MetroGIS Needs Assessment* are known.
2) The 2011 "Foster Collaboration" budget presented in Attachment A.

REFERENCE SECTION

MAJOR ASSUMPTIONS UNDERPINNING 2011 WORK PROGRAM

1. MetroGIS's 2011 funding request of $86,000 from the Metropolitan Council will be approved.

2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.

3. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.

4. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

5. A contract with NCompass will be executed by December 31, 2010 to secure access to street centerline data that meets or exceeds the specifications for access and use of the current dataset.

6. Each of the technical projects sponsored by MetroGIS and begun in 2010 will be operational by January 2011 (e.g., Best Image Service, Proximity Finder Service, Geocoder Enhancements, Address Points Web Editing Tool).

7. A contract will be executed by January 2011 with Applied Geographics, the selected contractor, to support a study to investigate options for a new street centerline collaboration model.

ATTACHMENT A

2011 MetroGIS Budget
"Foster Collaboration" Function

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

Main Activity	Sub-Activity	2011 Preliminary	2012 Preliminary	Comment
Professional Services/Special Projects		$57,900	$12,700	
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs			
	1) Regional GIS Projects - 2011			
	(a) TBD Project(s) *(Priorities to be set following Next Generation Needs Assessment)*	$9,500		
	(2) Feasibility Study - New Street Centerline Collaboration Model *(Contingency if partnering or grant funds do not materialize)*	$10,400	$12,700	*Approved by PB 10/20/10*
	(3) Co-host GECCo Forum	$3,000		
	B. Organizational Development and Communication Projects			
	(1) Performance Metrics (Phase II) (Postponed for Results of Next Generation Needs Assessment)	TBD		
	(2) Next Generation MetroGIS Needs Assessment *(Actual cost includes an addition $15,000 in 2010)*	$35,000		
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties per 2009-2011 agreement)	$28,000	TBD	
Outreach	Brochure /Hand outs /Web domain registrations (www.metrogis and www.datafinder - $32/ea)	$100		
		$86,000		
	Projects not listed because no funding from MetroGIS budget:			
	- Quantify Opublic Value Study - $50,000 NSDI CAP Grant			
	- Street Centerline Data Sharing Agreement - Funded by the Metropolitan Council from another source			
	- Testing of Geosptial Commons - Joint Project with MnGeo with voluntary support			
	- Investigate Appropriate Organizational Structure - Leverage work of NGAC;s Governance Subcommittee			
	- Phase 1 Regional Address Points Dataset development - Voluntary effort by the Address Workgroup.			

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Next Generation MetroGIS Needs Assessment - Update

DATE: December 1, 2010
      (For the Dec.16th Meeting)

REQUEST
The purpose of this report is to update Committee members on progress made to prepare for the Next-Generation MetroGIS Needs Assessment and encourage the members to participate in the process.

PROJECT OVERVIEW
Applied Geographics, Boston, MA, was retaining in October to provide lead support for this project. The current project is the first of two major phases.

Phase I is comprised of two major activities – a pre-workshop survey and workshop scheduled for January 13. Phase I is about defining geospatial needs (data, services and applications) shared by MetroGIS stakeholders and recommend actions priorities for the next 3-5 years. The goal is to present the findings to the Policy Board at its April 2011 meeting.

Phase II, not yet funded, would define institutional and operational issues that, if effectively addressed, would improve the community's capacity to more fully accomplish and sustain solutions to shared geospatial needs

PRE-WORKSHOP SURVEY
By the time of the Coordinating Committee meets on December 16, each member should have received an invitation to complete a web-based survey designed to begin the process of defining shared geospatial priorities appropriate for MetroGIS to address. If you have not received an invitation, please contact staff. The survey is being sent to over 600 local individuals for whom MetroGIS has an email address.

The purpose of the pre-workshop survey is three-fold:
  1) Provide broad insight into current and emerging geospatial needs important to your organization's operations
  2) Identify individuals who would like to participate in the January 13 forum.
  3) Ensure that all stakeholder and professional expertise categories are represented at the forum.

You are encouraged to complete the survey even if you cannot attend the January 13 workshop. Responses to the survey questions from the broad community of interests that comprise the MetroGIS community are critical to MetroGIS's ability to maintain relevance to changing stakeholder needs.

WORKSHOP
On January 13, 2011, a workshop will be held to build upon the survey results. This workshop will focus on collecting additional information about current and emerging geospatial needs from which to define the next-generation shared geographic information needs of the MetroGIS community. The end product will be an action plan to ensure that limited resources are used to tackle the highest priority shared geospatial-related needs of the MetroGIS community.

RECOMMENDATION
That Committee members complete the Pre-Workshop Needs Assessment Survey and register for the January 13, 2011 Next-Generation MetroGIS Needs Assessment Workshop.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Francis Harvey, Research Coordinator, QPV Study
               Randall Johnson, Administrative Coordinator, QPV Study (651-602-1638)

SUBJECT: Quantify Public Value (QPV) of Geospatial Commons Study

DATE: December 2, 2010
               (For the Dec. 16th Meeting)

REQUEST

The purpose of this report is to:

- Share with Committee members progress made to date on the MetroGIS QPV Study
- Inform the members about interviews planned for late January-early February of individuals affiliated with a variety of organizations that serve the area comprised by Hennepin County.

STUDY PURPOSE

"*Develop a trusted methodology capable of quantitatively measuring public value created when organizations actively participate in geospatial commons*"

MAJOR TASKS

1. Jun to Aug. 2010: Conduct GITA ROI Analysis for Hennepin County internal operations

2. Sept. to Dec.: Define Extended ROI Methodology – Those enhancements to the base ROI needed to account for a geospatial commons environment   [aka - Quantify Public Value (QPV) Methodology V1]

3. Jan. to Mar. 2011: Apply QPV V1 Methodology to a range of non-public and public entities that serve the geographic extent of Hennepin County AND who use / could use parcel data to support their business needs. (*See the Reference Section for further information*)

4. Apr.: Refine QPV Methodology by critiquing the processes and results for Tasks 1-3 and agree on enhancements to the QPV model [aka - QPV Methodology V2]

STATUS

Task 1: Complete - Interviewed Hennepin staff study but realized the GITA ROI methodology required by FGDC not appropriate to our QPV study needs. GITA and FGDC concurred with findings. FDGC authorized the study to continue. See 3rd Quarter Project Report to FGDC for more information.)

Task 2: In-process - Rather than build upon GITA ROI, as had been planned when the grant was awarded, a method to measure public value creation is under development by the study support team and advisors. Webinar hosted with scientific advisors from across the globe on December 1. Local advisory team scheduled to meet on December 15 to offer comment on a draft methodology for Task 3.

Task 3: Planned for mid-winter 2011

OUTREACH

- Maintain a project website at **http://sdiqpv.net/sdiqpv/Welcome.html**
- Article submitted to Mn GIS/LIS
- Presentation made to Hennepin County GIS Users Group
- Presentation made to MnGeo Digital Cadastral Data Committee

RECOMMENDATION

That Committee members:
1) Ask questions to clarify understanding of the QPV Study
2) Offer suggestions for organizations, and individuals representing those organizations, to be interviewed during Task 3.

REFERENCE SECTION
Supplemental Explanation for Task 3
(Excerpt from Slide Presentation)

Interviewees – Task 3

Representatives of a variety of non-profit, for-profit, utility, and government interests

1) **Whose operations do/could benefit from access to parcel data produced by Hennepin County**

AND

2) **Who believe their value added data/web service/ applications do/could improve the cost - effectiveness of:**

a) **Hennepin County operations**

AND/OR

b) **Operations of one or more taxing jurisdictions that serve Hennepin County's citizens.**

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg.
December 16, 2010

1. CALL TO ORDER
Vice Chairperson Henschel called the meeting to order at 1:05 p.m. and asked the others in attendance to introduce themselves.

Members Present: *Academic:* Francis Harvey; Cities: Bob O'Neil for Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Peter Henschel (Carver), Jim Bunning (Scott); Mike Fiebiger (Ramsey), David Brandt (Washington); Randy Knippel (Dakota); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), David Bitner (Metropolitan Airports Commission), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits); *Schools*: Dick Carlstrom; *Special Expertise*: Brad Henry (U of M) and Ben Verbick (LOGIS), *State*: John Hoshal (MnGeo) and Joella Givens (MN/DOT); *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker, Capital Region Watershed District.

Members Absent: *Business Geographics*: (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* Bill Brown (Hennepin), *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Non-Profits*: Sally Wakefield (1000 Friends of Minnesota); *Federal*: Ron Wencl (USGS); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board, and *State*: Tim Loesch (DNR)

Open Seats: *Business Geographics*

Support Staff: Randall Johnson, MetroGIS Staff Support Team, and Mark Kotz, Chair of the Address and Technical Leadership Workgroups.

Visitors: Matt McGuire (Metropolitan Council), Brian Fischer (Houston Engineering), Carrie Mack (Ramsey Washington Metro Watershed District), and Jane Onorati (Mn PCA)

2. ACCEPT AGENDA
Member Givens moved and Member Radke seconded to approve the agenda with the addition of a new Item 5h, Endorsement 2011 Metadata CAP Grant. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY
Member Bitner moved and Member Givens seconded to approve the September 16, 2010 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING
Staff Coordinator Johnson summarized the information presented in the agenda report.

5. ACTION AND DISCUSSION ITEMS
a) Election of Officers
Vice Chairperson commented that he and Chairperson Wakefield are willing to serve another term if that is the wish of the Committee.

Member Bitner nominated Member Wakefield to serve as chairperson for 2011. Member Gelbmann seconded the nomination. No other nominations were offered. Motion carried ayes all.

Member Knippel nominated Member Henschel to serve as vice chairperson for 2011. Member Bunning seconded the nomination. No other nominations were offered. Motion carried ayes all.

b) Municipal ID Standard

Kotz provided historical context for the development of the subject standard and summarized the information presented in the agenda report.

Motion: Member Bitner moved and Member Givens seconded to recommend that the Policy Board endorse use of the proposed Municipal ID Standard as a standard for the MetroGIS community.

Following the motion, Vice Chairperson Henschel asked the members if any of them had used the standard and if there are any downsides to using the standard. Several members noted that they are using the standard and none was aware of any issues that had arisen due to its use.

Motion carried, ayes all.

c) GIS Technology Demonstration – January Policy Board Meeting

- Member Hoshal summarized the Critical Structures website recently developed with a CAP grant. The key objective being to provide an interactive map through which local community officials can contribute infrastructure and other geospatial information rather than rely upon HSIP data in times of emergencies.
- Verbick provided an overview of LOGIS' gGOV application. The primary driver was to provide communities with a tool to update online information/maps for immediate access by citizens (parade routes, bridge closures, etc.)
- Gelbmann summarized Metro Transit's NextTrip Application. This interactive map based application provides citizens with a means to obtain up to date schedule information for buses which can be accessed on PCs as well as mobile devices. A critical component is a standardized base map. Over 700,000 maps are rendered each month.

The committee concluded that LOGIS's gGOV application would have the most appeal to Policy Board members. Member Verbick confirmed he could be available to present this application at the January Policy Board meeting.

Member Knippel shared that at the October Policy Board meeting he had presented to more alternates than elected officials. General discussion ensued about the need to understand why elected officials are differing to their alternates and the need to reevaluate if the current structure is consistent with current needs. Member Read commented that she has had the opportunity to see each of presentations, as the hostess for each Policy Board meeting, and that a she has found them interesting and information. Read also encouraged other Committee members to attend THE Board meetings if only for these presentations.

d) 2011 Meeting Schedule

Knippel moved and Harvey seconded that the Committee set the following dates for its meetings in 2011: March 24, June 23, September 22, and December 15.

Motion carried, ayes all.

e) Regional GIS Projects – 2010

(1) Address Points Editing Tool

Mark Kotz explained the history of this project and summarized the objectives sought via this tool using a slide presentation. Kotz reported that the project advisory team had tested the prototype application the week of December 6th and that the consultant was in process of incorporating the agreed upon modifications.

In response to question from Bitner, Staff Coordinator Johnson and Kotz explained that the application is not open source, but is build using ArcGIS Server 10. Johnson and Kotz then summarized the arrangements that had been made with AppGeo for authorizing organizations to host the application at no charge to include - a state and or regional agency(ies), as well as counties

within the metro area and adjoining counties. Any address authorities would be allowed to be end users of the application.

Read asked if the application would include "pull-down" menus to minimize data input errors and expedite data input. Kotz acknowledged this would be the case.

A question from Slusarczyk about the attributes that will be collected for each address led to a wide ranging conversation about the method to be used to populate the address points dataset. The option of beginning with parcel points was raised, which in turn raised the policy question of whether the address points would qualify as a derivative product of the parcel dataset. Johnson commented that the objective is for a public domain dataset and that if a derivative product waiver is not possible the points would have to be developed without use of parcel data.

Knippel commented that Dakota County has recognized an internal business need for an address points dataset and have initiated its development using numerous sources. He stated that there is value in a collaborative effort to develop and maintain a system of aggregation from many sources.

(2) Best Image Service
Matt McGuire presented an overview of the design objectives for the Best Image Service and technical design being implemented by MnGeo to accomplish these objectives. Click here for the slide presentation. Version 1 of the service is expected to be fully operational by year end. McGuire noted that the contract with MnGeo permits the documentation and governance model to be completed by mid 2011. In response to a question McGuire explained that he expects the governance model to include representatives for area beyond MetroGIS's interests (area comprised of the seven metropolitan area counties and the eleven counties in Wisconsin and Minnesota that adjoin the seven metropolitan area counties). McGuire concluded his remarks by noting that for imagery to qualify to be included in the Best Image Service, it must be loaded on the MnGeo image server. Members of the Committee offered that the existence of the Best Image Service may be become a carrot to encourage counties to share their data with MnGeo.

(3) Geocoder Service Enhancements
Member Read summarized the two enhancements that had been made to the Metro Geocoding Service via the 2010 projects, as follows:
- Include a "universal one-line parser" to allow requests to the service to come in as one line instead of already split into micro (house# + street) and macro (city, state, zip) part.   Steve Woodbridge was the subcontractor.
- Restructure the underlying PAGC geocoder code so that it can use other kinds of databases for its internal storage in addition to the current choice, Berkeley DB level 4.1-4.4 (a relatively old version in this business). Walter Sinclair was the subcontractor.

Read noted that issues remain with the "parser" enhancement to be addressed but that progress is being made and that she expected the project to be complete by year end as promised. Read completed her comments with a statement that the project resulted in the first expansion of the open source code when the programmer for the "parcer" enhancement agreed to put his work into the public domain as enhancements to the original code developed by Walter Sinclair.

(4) Proximity Finder Service
Brain Fischer, Houston Engineering and technical lead for the project, explained the design objectives and lessons learned as the design team made progress to accomplish the project. Click here for his slide presentation. Fischer emphasized that the project was designed to develop a prototype and that a production level service was not the intent. He went on to note that to move to a production level service, a host of custodial roles and responsibilities will need to be defined and implemented.

(5) Stormwater Digital Data Exchange Standard Testing

Carrie Mack, Ramsey Washington Metro Watershed District and technical lead for the project, summarized the objectives and lessons learned from the project as documented in the agenda report. Going into the study, the investigators were aware that stormwater infrastructure related data are collected and stored in many ways and as such without a standard, the data are difficult if not impossible to use for cross-jurisdictional decision support. The proposed exchange standard does not require participating entities to alter how they collect or maintain data, rather it standardizes the data format at the time of exchange with other entities. Jane Onorati, MPCA, explained the technical method used to test the proposed standard. The conclusion of the study is that compliance to a stormwater infrastructure data exchange standard would create public value without undue burden on the data producers.

f) 2010 Accomplishments

Staff Coordinator Johnson noted that the purpose of the report is to set the stage for the consideration of the 2011 work plan and noted that several of the more significant accomplishments had been shared in detail with the Committee during the previous agenda item. No questions were asked.

g) 2011 Program Objectives/Budget

Staff Coordinator Johnson commented that the only change to the 2011 work plan preliminarily approved by the Committee in September is the addition of offering a recommendation for Policy Board consideration on how best to increase use of the US National Grid by entities that serve the Twin Cities. Johnson noted that the Policy Board asked for this additional work objective after hearing a presentation about it at its October 2010 meeting.

Motion: Member Bitner moved and Member Henry seconded that the Coordinating Committee endorse the following actions for Policy Board approval:

1) The following program objectives as priorities for 2011, with the understanding that additional priorities are anticipated when the results of the *Next-Generation MetroGIS Needs Assessment* are known (Item k).

    (a) Sustain traditional "foster collaboration" support activities

    (b) Complete Phase I (*Information Needs*) Next-Generation MetroGIS Needs Assessment (*in process*)

    (c) Complete/Make Substantial Progress on Geospatial Commons Testbed (*with MnGeo*)

    (d) Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*)

    (e) Complete Quantify Public Value (QPV) Study (*in process*)

    (f) Investigate Appropriate Organizational Structure (*in process via NGAC*)

    (g) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement

    (h) Co-Host GECCo Forum (*Tentatively Third Quarter*)

    (i) Investigate New Street Centerline Collaboration Model (*Third Quarter start*)

    (j) Develop a plan to promote broader use the U.S. National Grid in the Twin Cities

    (k) *(TBD project(s) following completion of Next-Generation MetroGIS Needs Assessment)*

2) The 2011 "Foster Collaboration" budget presented in Attachment A of the Agenda Report.

Motion carried ayes all.

g) 2011 NSDI CAP Grant Application for Metadata Training

Member Matson requested Committee endorsement of a NSDI grant application concept to improve documentation of data maintained by non-traditional users of geospatial technology. He explained that the proposal is being proposed by proposed by a partnership of 1000 Friends of MN, U of M

CURA and MnGeo. Matson also commented that the proposed methodology would build upon methods successfully used by MnGeo for previous NSDI funded metadata training.

Motion: Member Bitner moved and Member Knippel seconded to:
1) Endorse the application concept as being consistent with MetroGIS objectives \
2) Direct Vice chairperson Henschel and staff to:
   a) Confirm the final endorsement letter is consistent with the concept explained to the Committee.
   b) Guide signing of a letter of endorsement from the highest-level MetroGIS official possible to comply with the January 7th application submittal deadline.

Motion carried ayes all.

Following the vote, Member Read asked where the metadata would be published (e.g. state GIS Clearinghouse, MetroGIS DataFinder, other). Matson stated that he was not sure but would pass this request along to the grant writers to ensure it is addressed in the application. Gelbmann also suggested that the grant training be used as vehicle to encourage the documentation of services and applications, as well as, geospatial data.

h) **Next Generation MetroGIS Needs Assessment**
Staff Coordinator Johnson summarized the objectives of the next generation needs assessment and encouraged any of the members who had not completed the online survey to do so. He also encouraged the members to register for the January 13 workshop at which the consultant team will facilitate discussion to build upon the survey results.

i) **Quantify Public Value (QPV) of Geospatial Commons Study Update**
Staff Coordinator Johnson explained that permission had been received on December 8 from the federal grant authorities to radically rescope the project, given our finding that the required GITA ROI methodology is not appropriate for our study objectives. Johnson went on to explain that the local advisory team meeting that had been scheduled for December 15 had been cancelled while the support team investigated rescoping options. He mentioned that late January is the tentative target for holding the local advisory team meeting.

6. **NEXT MEETING**
The next meeting of the Coordinating Committee is scheduled for March 24, 2011.

7. **ADJOURN**
The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

Please Note: Different Location

MetroGIS   **Coordinating Committee**
Cooperation, Coordination, Sharing Geographic Data

Thursday, March 24, 2011

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

1:00 to 3:30 p.m. (*extend if needed***)**
Board Room on Main Floor

AGENDA

********************* *Following Reports Distributed Only Via MetroGIS Website* ************************

6. **Major Project Updates (***not an Action Item***):**
   a) Quantifying Public Value (QPV) of Geospatial Commons Study
   b) Next-Generation Regional Parcel Data Sharing Agreement
   c) Co-Host GECCo Event (Streamlining Data Access for Emergency Responders)
   d) Regional Address Point Dataset Implementation / Address Editing Tool Development
   e) Geospatial Commons (Collaboration between MnGeo and MetroGIS)
   f) Performance Measures – Phase II on hold for QPV Study
   g) Documenting Benefits & Organizational Structure for Cross Sector, Shared Power Environment

7. **Information Sharing**
   a) MetroGIS Policy Board member Steve Elkins appointed to Metropolitan Council
   b) MnGeo Awarded Grant to Develop Business Plan for Statewide Parcel Data Solution
   c) March Release - NCompass Street Centerline Data
   d) Statewide LiDAR Acquisition
   e) Anoka County Launches Online Map
   f) LOGIS Produces Standard USNG Map Books for Member Cities
   g) www.MetroMSP.org Enhances Interactivity and Adds Transit Station Information
   Several other items of note from national sources

8. **Next Meeting**
   June 23, 2011

9. **Adjourn**

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

1. CALL TO ORDER

Vice Chairperson Henschel called the meeting to order at 1:05 p.m. and asked the others in attendance to introduce themselves.

Members Present: *Academic:* Francis Harvey; Cities: Bob O'Neil for Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Peter Henschel (Carver), Jim Bunning (Scott); Mike Fiebiger (Ramsey), David Brandt (Washington); Randy Knippel (Dakota); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), David Bitner (Metropolitan Airports Commission), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits); *Schools*: Dick Carlstrom; *Special Expertise*: Brad Henry (U of M) and Ben Verbick (LOGIS), *State*: John Hoshal (MnGeo) and Joella Givens (MN/DOT); *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker, Capital Region Watershed District.

Members Absent: *Business Geographics*: (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* Bill Brown (Hennepin), *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Non-Profits*: Sally Wakefield (1000 Friends of Minnesota); *Federal*: Ron Wencl (USGS); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board, and *State*: Tim Loesch (DNR)

Open Seats: *Business Geographics*

Support Staff: Randall Johnson, MetroGIS Staff Support Team, and Mark Kotz, Chair of the Address and Technical Leadership Workgroups.

Visitors: Matt McGuire (Metropolitan Council), Brian Fischer (Houston Engineering), Carrie Mack (Ramsey Washington Metro Watershed District), and Jane Onorati (Mn PCA)

2. ACCEPT AGENDA

Member Givens moved and Member Radke seconded to approve the agenda with the addition of a new Item 5h, Endorsement 2011 Metadata CAP Grant. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Bitner moved and Member Givens seconded to approve the September 16, 2010 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING

Staff Coordinator Johnson summarized the information presented in the agenda report.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Vice Chairperson commented that he and Chairperson Wakefield are willing to serve another term if that is the wish of the Committee.

Member Bitner nominated Member Wakefield to serve as chairperson for 2011. Member Gelbmann seconded the nomination. No other nominations were offered. Motion carried ayes all.

Member Knippel nominated Member Henschel to serve as vice chairperson for 2011. Member Bunning seconded the nomination. No other nominations were offered. Motion carried ayes all.

b) Municipal ID Standard

Kotz provided historical context for the development of the subject standard and summarized the information presented in the agenda report.

Motion: Member Bitner moved and Member Givens seconded to recommend that the Policy Board endorse use of the proposed Municipal ID Standard as a standard for the MetroGIS community.

Following the motion, Vice Chairperson Henschel asked the members if any of them had used the standard and if there are any downsides to using the standard. Several members noted that they are using the standard and none was aware of any issues that had arisen due to its use.

Motion carried, ayes all.

c) GIS Technology Demonstration – January Policy Board Meeting

- Member Hoshal summarized the Critical Structures website recently developed with a CAP grant. The key objective being to provide an interactive map through which local community officials can contribute infrastructure and other geospatial information rather than rely upon HSIP data in times of emergencies.
- Verbick provided an overview of LOGIS' gGOV application. The primary driver was to provide communities with a tool to update online information/maps for immediate access by citizens (parade routes, bridge closures, etc.)
- Gelbmann summarized Metro Transit's NextTrip Application. This interactive map based application provides citizens with a means to obtain up to date schedule information for buses which can be accessed on PCs as well as mobile devices. A critical component is a standardized base map. Over 700,000 maps are rendered each month.

The committee concluded that LOGIS's gGOV application would have the most appeal to Policy Board members. Member Verbick confirmed he could be available to present this application at the January Policy Board meeting.

Member Knippel shared that at the October Policy Board meeting he had presented to more alternates than elected officials. General discussion ensued about the need to understand why elected officials are differing to their alternates and the need to reevaluate if the current structure is consistent with current needs. Member Read commented that she has had the opportunity to see each of presentations, as the hostess for each Policy Board meeting, and that a she has found them interesting and information. Read also encouraged other Committee members to attend THE Board meetings if only for these presentations.

d) 2011 Meeting Schedule

Knippel moved and Harvey seconded that the Committee set the following dates for its meetings in 2011: March 24, June 23, September 22, and December 15.

Motion carried, ayes all.

e) Regional GIS Projects – 2010

(1) Address Points Editing Tool

Mark Kotz explained the history of this project and summarized the objectives sought via this tool using a slide presentation. Kotz reported that the project advisory team had tested the prototype application the week of December 6th and that the consultant was in process of incorporating the agreed upon modifications.

In response to question from Bitner, Staff Coordinator Johnson and Kotz explained that the application is not open source, but is build using ArcGIS Server 10. Johnson and Kotz then summarized the arrangements that had been made with AppGeo for authorizing organizations to host the application at no charge to include - a state and or regional agency(ies), as well as counties

within the metro area and adjoining counties. Any address authorities would be allowed to be end users of the application.

Read asked if the application would include "pull-down" menus to minimize data input errors and expedite data input. Kotz acknowledged this would be the case.

A question from Slusarczyk about the attributes that will be collected for each address led to a wide ranging conversation about the method to be used to populate the address points dataset. The option of beginning with parcel points was raised, which in turn raised the policy question of whether the address points would qualify as a derivative product of the parcel dataset. Johnson commented that the objective is for a public domain dataset and that if a derivative product waiver is not possible the points would have to be developed without use of parcel data.

Knippel commented that Dakota County has recognized an internal business need for an address points dataset and have initiated its development using numerous sources. He stated that there is value in a collaborative effort to develop and maintain a system of aggregation from many sources.

(2) Best Image Service
Matt McGuire presented an overview of the design objectives for the Best Image Service and technical design being implemented by MnGeo to accomplish these objectives. Click here for the slide presentation. Version 1 of the service is expected to be fully operational by year end. McGuire noted that the contract with MnGeo permits the documentation and governance model to be completed by mid 2011. In response to a question McGuire explained that he expects the governance model to include representatives for area beyond MetroGIS's interests (area comprised of the seven metropolitan area counties and the eleven counties in Wisconsin and Minnesota that adjoin the seven metropolitan area counties). McGuire concluded his remarks by noting that for imagery to qualify to be included in the Best Image Service, it must be loaded on the MnGeo image server. Members of the Committee offered that the existence of the Best Image Service may be become a carrot to encourage counties to share their data with MnGeo.

(3) Geocoder Service Enhancements
Member Read summarized the two enhancements that had been made to the Metro Geocoding Service via the 2010 projects, as follows:
- Include a "universal one-line parser" to allow requests to the service to come in as one line instead of already split into micro (house# + street) and macro (city, state, zip) part. Steve Woodbridge was the subcontractor.
- Restructure the underlying PAGC geocoder code so that it can use other kinds of databases for its internal storage in addition to the current choice, Berkeley DB level 4.1-4.4 (a relatively old version in this business). Walter Sinclair was the subcontractor.

Read noted that issues remain with the "parser" enhancement to be addressed but that progress is being made and that she expected the project to be complete by year end as promised. Read completed her comments with a statement that the project resulted in the first expansion of the open source code when the programmer for the "parcer" enhancement agreed to put his work into the public domain as enhancements to the original code developed by Walter Sinclair.

(4) Proximity Finder Service
Brain Fischer, Houston Engineering and technical lead for the project, explained the design objectives and lessons learned as the design team made progress to accomplish the project. Click here for his slide presentation. Fischer emphasized that the project was designed to develop a prototype and that a production level service was not the intent. He went on to note that to move to a production level service, a host of custodial roles and responsibilities will need to be defined and implemented.

(5) Stormwater Digital Data Exchange Standard Testing
Carrie Mack, Ramsey Washington Metro Watershed District and technical lead for the project, summarized the objectives and lessons learned from the project as documented in the agenda report. Going into the study, the investigators were aware that stormwater infrastructure related data are collected and stored in many ways and as such without a standard, the data are difficult if not impossible to use for cross-jurisdictional decision support. The proposed exchange standard does not require participating entities to alter how they collect or maintain data, rather it standardizes the data format at the time of exchange with other entities. Jane Onorati, MPCA, explained the technical method used to test the proposed standard. The conclusion of the study is that compliance to a stormwater infrastructure data exchange standard would create public value without undue burden on the data producers.

f) 2010 Accomplishments
Staff Coordinator Johnson noted that the purpose of the report is to set the stage for the consideration of the 2011 work plan and noted that several of the more significant accomplishments had been shared in detail with the Committee during the previous agenda item. No questions were asked.

g) 2011 Program Objectives/Budget
Staff Coordinator Johnson commented that the only change to the 2011 work plan preliminarily approved by the Committee in September is the addition of offering a recommendation for Policy Board consideration on how best to increase use of the US National Grid by entities that serve the Twin Cities. Johnson noted that the Policy Board asked for this additional work objective after hearing a presentation about it at its October 2010 meeting.

Motion: Member Bitner moved and Member Henry seconded that the Coordinating Committee endorse the following actions for Policy Board approval:
1) The following program objectives as priorities for 2011, with the understanding that additional priorities are anticipated when the results of the *Next-Generation MetroGIS Needs Assessment* are known (Item k).
   (a) Sustain traditional "foster collaboration" support activities
   (b) Complete Phase I (*Information Needs*) Next-Generation MetroGIS Needs Assessment (*in process*)
   (c) Complete/Make Substantial Progress on Geospatial Commons Testbed (*with MnGeo*)

   (d) Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*)
   (e) Complete Quantify Public Value (QPV) Study (*in process*)
   (f) Investigate Appropriate Organizational Structure (*in process via NGAC*)
   (g) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement
   (h) Co-Host GECCo Forum (*Tentatively Third Quarter*)
   (i) Investigate New Street Centerline Collaboration Model (*Third Quarter start*)
   (j) Develop a plan to promote broader use the U.S. National Grid in the Twin Cities
   (k) *(TBD project(s) following completion of Next-Generation MetroGIS Needs Assessment)*
   2) The 2011 "Foster Collaboration" budget presented in Attachment A of the Agenda Report.

Motion carried ayes all.

g) 2011 NSDI CAP Grant Application for Metadata Training
Member Matson requested Committee endorsement of a NSDI grant application concept to improve documentation of data maintained by non-traditional users of geospatial technology. He explained that the proposal is being proposed by proposed by a partnership of 1000 Friends of MN, U of M

CURA and MnGeo. Matson also commented that the proposed methodology would build upon methods successfully used by MnGeo for previous NSDI funded metadata training.

Motion: Member Bitner moved and Member Knippel seconded to:
1) Endorse the application concept as being consistent with MetroGIS objectives \
2) Direct Vice chairperson Henschel and staff to:
   a) Confirm the final endorsement letter is consistent with the concept explained to the Committee.
   b) Guide signing of a letter of endorsement from the highest-level MetroGIS official possible to comply with the January 7th application submittal deadline.

Motion carried ayes all.

Following the vote, Member Read asked where the metadata would be published (e.g. state GIS Clearinghouse, MetroGIS DataFinder, other). Matson stated that he was not sure but would pass this request along to the grant writers to ensure it is addressed in the application. Gelbmann also suggested that the grant training be used as vehicle to encourage the documentation of services and applications, as well as, geospatial data.

h) <u>Next Generation MetroGIS Needs Assessment</u>
Staff Coordinator Johnson summarized the objectives of the next generation needs assessment and encouraged any of the members who had not completed the online survey to do so. He also encouraged the members to register for the January 13 workshop at which the consultant team will facilitate discussion to build upon the survey results.

i) <u>Quantify Public Value (QPV) of Geospatial Commons Study Update</u>
Staff Coordinator Johnson explained that permission had been received on December 8 from the federal grant authorities to radically rescope the project, given our finding that the required GITA ROI methodology is not appropriate for our study objectives. Johnson went on to explain that the local advisory team meeting that had been scheduled for December 15 had been cancelled while the support team investigated rescoping options. He mentioned that late January is the tentative target for holding the local advisory team meeting.

6. <u>NEXT MEETING</u>
The next meeting of the Coordinating Committee is scheduled for March 24, 2011.

7. <u>ADJOURN</u>
The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: January 2011 Policy Board Meeting Highlights

DATE: March 14, 2011
                (For the Mar 14th Meeting)

The following **major** topics were considered / acted on by the Policy Board on January 19. Refer to the meeting minutes for information about each item and other topics considered by the Board.

1. **Technology Demonstration**
   Ben Verbick, GIS Manager for LOGIS, demonstrated a web-based application entitled gGOV, which developed by LOGIS.

2. **Refine Coordinating Committee's E-Vote Process**
   The current process provides a 5-day voting process. There was a general concurrence that the proposed 3-day comment period plus 2 days to vote might lead to amendments of substance. In the end, the Board concurred that the current language adequately provides for a means to move time sensitive matters forward. **No action** was taken on the proposed amendment.

3. **New Municipal ID Standard**
   As recommended by the Committee, the Policy Board endorsed use of the municipal codes defined in the state "Codes for the Identification of Cities, Townships and Unorganized Territories (CTUs) in Minnesota" standard as a best practice/standard for the MetroGIS community, replacing endorsement of the former FIPS 55-3 codes.

4. **2011 Program Objectives and Budget**
   The Board unanimously approved:
   a) The program objectives listed above as priorities for 2011, with the understanding that additional priorities are anticipated when the results of the *Next-Generation MetroGIS Needs Assessment* are known.
   b) The 2011 "Foster Collaboration" budget as presenting in the agenda report.

5. **2011 NSDI Grant Endorsement – MnGeo Applicant**
   The Policy Board unanimously:
   a) Endorsed MnGeo's application for a $40,000 federal grant that seeks to develop a business plan for as statewide parcel dataset that builds upon MetroGIS's Regional Parcel Dataset.
   b) Authorized Chairperson Schneider to sign and submit the letter of endorsement presented in the agenda report.

   This grant proposal was subsequently approved.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5a

TO: Coordinating Committee

FROM: Project Team – Next-Generation MetroGIS Needs Assessment
               Staff Contact: Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Next Generation MetroGIS Needs Assessment –Preliminary Results

DATE: March 7, 2011
               (For the Mar 24 Meeting)

INTRODUCTION

The Needs Assessment Project Team is seeking advice from the Coordinating Committee concerning the preliminary summary of geospatial needs preferences captured via the web-based survey conducted in December and at the Needs Assessment Workshop held in January. Specifically, the Project Team wants to be sure the needs are representative of the community and hear suggestions for gathering additional information that may be helpful in determining actionable outcomes from this planning process. The current plan is to also seek similar input from the Policy Board at its April meeting.

Applied Geographics (AppGeo), of Boston, MA is serving as the lead support for this project. Michael Terner, with AppGeo, is scheduled to join the Committee and Policy Board via the Internet to facilitate discussion and to clarify and supplement the preliminary results.

PROCESS OVERVIEW

A summary of the preliminary results has been shared with the participants of the January workshop. They have been encouraged to offer refinements to ensure that identified needs are correctly captured. They were asked to submit their comments by Wednesday, March 23 to share with the Committee at its March meeting. Once the Committee and Policy Board have had an opportunity to comment on the preliminary results, a ranking exercise will be conducted to identify those activities that would have the greatest potential value to the community.

AppGeo will then prepare a written report to document the process and results. Their report will include an action plan to ensure that limited resources are used to tackle the highest priority, and most achievable shared geospatial-related needs of the MetroGIS community. Final action is tentatively planned for the July Policy Board meeting. See Reference Section for the major project components.

KEY RESULTS - HIGH-LEVEL OVERVIEW

Consistency with Current Strategic Direction: Each of the needs statements identified in the preliminary results directly maps to one or more core services and strategic objectives defined in the 2008-2011 MetroGIS Business Plan (see Reference Section).

This outcome is interpreted to mean that the existing strategic direction is inclusive and relevant to current needs. If the Committee concurs, a finding is recommended to this end.

Preliminary Listing of Needs: A high-level summary follows of suggested actions to improve upon solutions implemented by MetroGIS as well as to improve upon MetroGIS's operations. These "needs statements" are presented in three broad categories. No relative rating of

importance is intended. Once the list of needs statements is finalized, work on priority setting will follow.

- **Data, Services and Products**
  - ➢ Address quality, currency, and documentation shortcomings with current regional data solutions
  - ➢ Improve standardization, pursue additional endorsed regional datasets (e.g., impervious surfaces)
  - ➢ Demonstrate capabilities to develop derivative products (e.g., regional base map –
  - ➢ Make data into more useful end-user oriented products (e.g., Google Earth compatible)
  - ➢ Identify key data initiatives to prototype
  - ➢ Pursue facilitation of group purchases (e.g., of geospatial data sets)

- **Communication and Collaboration**:

  - ➢ Explore and potentially leverage Web 2.0 and social networking capabilities
  - ➢ Re-vamp www.metrogis.org website
  - ➢ Document geospatial success stories / return on investment (ROI) successes
  - ➢ Expand MetroGIS's participants to more fully engage non-profits, for-profits & collar counties

- **Organizational**
  - ➢ Re-examine the overall organizational structure (Is there an opportunity to be more nimble?) Examples of organizational approaches that might be explored, include:
    - Governance and committee structure
    - Funding models
    - Mission/mandate

RECOMMENDATION

That the Committee:

1) Identify any desired modifications to MetroGIS's current policy foundation, as set forth in the 2008-2011 MetroGIS Business Plan and presented in the Reference Section.

   If no changes are desired, a finding is suggested that the current policy foundation is inclusive and relevant to current needs and that only the work plan component of the 2008-2011 MetroGIS Business Plan is in need of updating at this time.

2) In preparation for priority setting, offer supplemental and clarifying information to refine the preliminary results of Next Generation MetroGIS Needs Assessment, as presented by AppGeo.

REFERENCE SECTION

A) <u>NEEDS ASSESSMENT PROJECT COMPONENTS</u>
The current project is the first of two major phases.

Phase I is comprised of two major activities – a pre-workshop survey in December 2010 and the workshop held on January 13. Phase I is principally about defining geospatial needs (data, services and applications) shared by MetroGIS stakeholders and identifying action priorities for the next 3-5 years.

Phase II, not yet funded, would define institutional and operational issues that, if effectively addressed, would improve the community's capacity to more fully accomplish and sustain solutions to shared geospatial needs.

B) <u>ELEMENTS OF 2008 – 2011 METROGIS BUSINESS PLAN</u>
(www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf)

- ***<u>Vision Statement</u>***: The vision for the result of MetroGIS's efforts, or destination expected to be attained, is "*organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems*".
  The efficient use of geospatial information and shared knowledge of best practices benefit the region's citizens and their leaders:
    - They are better able to solve real-world problems.
    - In solving these problems, they make better decisions.
    - Because better decisions are made, regional economies are strengthened.
    - Citizens are better informed regarding geophysical and geopolitical objects and events.
    - Because of all these factors, citizens and their leaders are more likely to reach community goals.

  And, ultimately these outcomes play a substantive role in providing citizens a safe place to live and work; enhancing environmental systems and green space; improving housing and transportation systems.

- ***<u>Mission Statement</u>***: MetroGIS exists to enhance the capacities of its principal stakeholders to carry out their responsibilities in the most effective and economical way possible". Specifically, "*to expand stakeholders' capacity to address shared geographic information technology needs and maximize investments in existing resources through widespread collaboration of organizations that serve the Twin Cities metropolitan area*".

- ***<u>Core Services and Desired Outcomes</u>***:
  1) *Foster GIS Coordination Among Stakeholders*
     - Provide an inclusive, trusted forum to collaboratively resolve geospatial data and GIS technology-related issues and opportunities of common interest.
     - Improve trust and mutual understanding within the GIS community through frequent opportunities to communicate with colleagues and peers.
     - Build sustainable solutions to common geospatial data-related needs through the use of collaborative and consensus-based processes that seek to institutionalize custodian roles and responsibilities pertaining to data capture, maintenance, documentation and distribution of commonly needed data.
     - Enhance individual stakeholder GIS programs and capabilities through sharing technology and proven practices with colleagues and peers.
  2) *Oversee Solutions To Shared Information Needs*
     - Increase access to, and use of, trusted, reliable and current data needed to support business needs through sharing data and creating community-endorsed regional data solutions and related applications. *Build once and share many times.*
     - Improve decision support for its entire stakeholder community through the use of minimal data standards pertaining to assembly of data produced by multiple organizations into regional

datasets. These datasets work together horizontally within a given geospatial data theme and vertically among themes.

- Facilitate use of data standards and best practices.

3) *Support Internet-based mechanisms for discovery and ready access to geospatial data, web services and applications.*
   - Support *MetroGIS DataFinder (www.datafinder.org)* as a node of the National Spatial Data Infrastructure (NSDI).
   - Advance GeoServices Finder as the go-to means to discover and leverage existing GIS web services and applications of value to the MetroGIS community.

- ## *Strategic Objectives*

  1) *Develop and maintain regional data solutions to address shared information needs.*

  2) *Expand endorsed regional solutions to include support and development of application services.*

  3) *Facilitate better data sharing by improving processes, making more data available, and enlisting more users.*

  4) *Promote a forum for knowledge sharing.*

  5) *Build advocacy and awareness of the benefits of collaborative solutions to shared needs.*

  6) *Expand MetroGIS stakeholders.*

     Maintain funding policies that make the most efficient and effective use of available resources and revenue for system-wide benefit.

  7) *Optimize MetroGIS governance and organizational structure.*

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Refinements - 2011 MetroGIS "Foster Collaboration" Work Objectives and Budget

DATE: March 8, 2011
          (For the Mar 24th Meeting)

INTRODUCTION
In preparation for defining priorities for the next 3-5, as part of the in process Next Generation MetroGIS Needs Assessment, the Coordinating Committee is respectfully requested to refine the conditionally approved 2011 MetroGIS work plan and budget as suggested herein. Further refinements are expected at the conclusion of the in-progress Needs Assessment (Agenda Item 5a).

APPROVED MAJOR 2011 WORK PROGRAM ACTIVITIES
The Policy Board approved the following work objectives and accompanying budget (Attachment A) at its January 19th meeting with the understanding "that additional priorities are anticipated when the results of the Next-Generation MetroGIS Needs Assessment are known. (*Refer to the Reference Section for major assumptions that underpin efforts planned for 2011*.)

Suggested modifications are illustrated below and in the accompanying budget (Attachment A)
 1. Sustain traditional "foster collaboration" support activities *(ongoing)*
 2. Complete Phase I (*Information Needs*): Next-Generation MetroGIS Needs Assessment (*in process*)
 3. Complete/Make Substantial Progress on Geospatial Commons Testbed (*in collaboration with MnGeo*)
 4. Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*)
 5. Complete Quantify Public Value (QPV) Study (*in process*)
 6. ~~Investigate Appropriate Organizational Structure (*in process via NGAC*)~~
 6. Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement (*Second Quarter start*)
 7. Co-Host GECCo Forum (*Tentatively Third Quarter*)
 8. Investigate New Street Centerline Collaboration Model (*Third Quarter start*)
 9. Develop a plan to promote broader use the U.S. National Grid in the Twin Cities *(in process)*
 10. *(TBD project(s) following completion of Next-Generation MetroGIS Needs Assessment)*
     a) –??*Investigate Appropriate Organizational Structure - if among the highest priorities for 2011.*

SUGGESTED REFINEMENTS
The changes explained herein are offered to free up resources for needs that will be defined as priorities for the next 3-5 years via the in process Next Generation MetroGIS Needs Assessment.

Work Plan:
 • Delete "via NGAC" for Investigate Appropriate Organizational Structure and move to TBD project status. Leveraging NGAC resources is no longer an option, as this topic is no longer a priority of the NGAC. This topic is anticipated to be a focus of the planned, but as yet unfunded, Phase II Next Generation Needs Assessment – Organizational Structure Component.

Budget
 • Deleted $3,000 for GECCo Forum. GITA officials have arranged for federal funding.

RECOMMENDATION
That the Committee recommend that the Policy Board refine the conditionally approved 2011 work plan and budget, as described herein, to free up resources for use to address priorities to be defined via the in process Next Generation Needs Assessment.

REFERENCE SECTION

MAJOR ASSUMPTIONS UNDERPINNING 2011 WORK PROGRAM

1. The Metropolitan Council's budget will continue to include $86,000 for projects, in addition to staff support at not less than the 2010 allotment.

2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.

3. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.

4. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

5. A contract will be executed in early 2011 with Applied Geographics, the selected contractor, to support a study to investigate options for a new street centerline collaboration model.

ATTACHMENT A

2011 MetroGIS Budget
"Foster Collaboration" Function

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

Main Activity	Sub-Activity	2011	2012
		Preliminary	**Preliminary**
Professional Services/Special Projects		**$57,900**	**$12,700**
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs		
	1) Regional GIS Projects - 2011		
	(a) TBD Project(s) *(Priorities to be set following Next Generation Needs Assessment)* **Increased from $9,500**	$12,500	
	(2) Feasibility Study - New Street Centerline Collaboration Model *(Contingency if partnering or grant funds do not materialize)*	$10,400	$12,700
	~~(3) Co-host GECCo Forum (*September 2011*) (Federal funding secured)~~ *Freed up $3,000*	$0	
	B. Organizational Development and Communication Projects		
	(1) Performance Metrics (Phase II) (Postponed for Results of Next Generation Needs Assessment)	TBD	
	(2) Next Generation MetroGIS Needs Assessment (*Total budget $50,000, includes an addition $15,000 in 2010*)	$35,000	
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (contract payments to counties per 2009-2011 agreement)**	**$28,000**	**TBD**
Outreach	**Brochure /Hand outs /Web domain registrations (www.metrogis and www.datafinder - $32/ea)**	**$100**	
		$86,000	
	Projects not listed because no funding from MetroGIS budget:		
	- Quantify Public Value Study - $50,000 NSDI CAP Grant		
	- Street Centerline Data Access Agreement - Funded by the Metropolitan Council from another source		
	- Testing of Geospatial Commons - Joint Project with MnGeo with voluntary support		
	- Phase 1 Regional Address Points Dataset development - Voluntary effort by the Address Workgroup.		

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration Topic – Upcoming Policy Board Meetings

DATE: March 14, 2010
              (For Mar 24th Meeting)

INTRODUCTION
The Committee is asked to agree on a GIS Technology Demonstration topic for the Policy Board's April and July meetings and persons to present them.

REQUEST FOR CANDIDATE PRESENTATION IDEAS
-Two candidate presentation ideas were submitted in response to the request earlier this month. They are:

- GIS Web Viewer - Exploring and Discovering Recreational Opportunities – *Offer received from Matt Koukol (Ramsey County), Peter Henschel (Carver County) and Brian Fisher (Houston Engineering) to present this topic.*

  (Demonstrate GIS Web Viewers under development for Ramsey, Carver, Scott and Anoka Counties, with assistance from Houston Engineering. The viewers' focus is around "Exploring and Discovering" Recreation opportunities within each respective community. An attempt is also being made to promote Active Living and Healthy eating. All the applications were developed with ESRI ArcGIS Server and the Silverlight API. They also all have a similar look and feel and use a common data model.

- TIES efforts to foster greater use of GIS technology by metro area school districts – *Offer received from Dick Carlstrom (TIES) and Policy Board member Dan Cook (TIES) to present this topic*.
  (Demonstrate how GIS technology and regional data solutions (parcels, street centerlines, city/county boundaries, etc) are being used across TIES' membership districts for enrollment projections, school boundary determination and other applications.

-Demonstration ideas offered previously but not as yet selected:
- Regional base map web service developed by the Metropolitan Council
- Open Street Map & other public participation GIS (PPGIS), crowd sourcing, Web 2.0,
- GIS for Emergency Response/ GIS in SEOC
- Cyclopath
- Metropolitan Council's Natural Resources Digital Atlas

PREVIOUS PRESENTATIONS
See the listing on the following page.

RECOMMENDATION
That the Coordinating Committee recommend a GIS Technology Demonstration topic for the April and July 2011 Policy Board meetings and persons to present these topics.

***PAST* POLICY BOARD GIS TECHNOLOGY DEMONSTRATION TOPICS**

- Jan 2011   LOGIS's gGov Application
- Oct 2010   Emergency response maps consistent across jurisdictions, based on U.S. National Grid
- Jul 2010   Multi-county collaboration for public access property information application
- Apr 2010   Coordinated Data Management via Internet - Council and Counties
- Jan 2010   How Use of Shared Web Services is Improving Organizational Efficiencies
- Oct 2009:   Red River Valley Flood Response
- Jul 2009:   LOGIS –Improving Service Delivery through Collaborative GIS Programs
- Apr. 2009:   Safe Road Map Project – University of Minnesota Connection
- Jan. 2009:   Twin Cities Economic Development Website
- Oct. 2008   Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008:   Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008:   Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008:   GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007:   Metropolitan Mosquito Control District's Web Application
- Jul. 2007:   Metropolitan Council's new "Maps" Web site
- Apr. 2007   Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007:   Effective Decisions Through Effective Data Distribution
- Oct. 2006:   M3D Internet Application
- Jul. 2006:   State Geospatial Architecture
- Apr. 2006:   Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006:   *No presentation*
- Oct. 2005:   Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005:   Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005:   How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005:   Regional Mailing Application
- Oct. 2004:   Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004:   City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004:   Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004:   Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003:   GASB34 – GIS Technology's Relevance
- Jul. 2003:   Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003:   Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003:   Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002:   Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002:   MetroGIS DataFinder Café Rollout
- Mar. 2002:   Presentations from each metro county regarding their respective GIS programs
- Jan. 2002:   GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001:   TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001:   DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001:   LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001:   Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000:   North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000:   DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000:   Regional Parcel Dataset (Version 1)
- Jul. 1999:   Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999:   North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998:   Orthoimagery and its Uses
- Sep. 1998:   DataFinder and Dakota County's Parcel Query Application
- Jan. 1997:   Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Study - Explore Potential for New Collaborative Street Centerline Maintenance Model

DATE: March 10, 2011
(For the Mar 24th Mtg.)

REQUEST
The Coordinating Committee is respectfully requested to authorize creation of a Project Advisory Team to provide oversight and direction for this pending study – "*Explore Potential for Collaborative Street Centerline Maintenance Mode*l".

PROJECT OVERVIEW – PROCUREMENT AND BUDGET
The MetroGIS Policy Board authorized this study as a priority 2011 work objective.

An RFP was published last year calling for a two-part proposal: 1) the subject study and 2) street centerline data solution that could be implemented by January 1, 2011. Upon the recommendation of a Proposal Review Team, which included representatives from the MetroGIS community, NCompass was selected as the vendor for the data component and Applied Geographics (AppGeo) was selected as the contractor for the study component. The Metropolitan Council is the funding and contracting authority for both.

The project contract authorizes $40,400 for the study component, over two funding years. MetroGIS's approved 2011 budget provides $10,400, with an additional $10,000 from the Council's Street Centerline data line item. In 2012, $12,700 would come from MetroGIS's project funds, with the remaining additional $10,000 from the Council's Street Centerline data line item. Our preference is to complete the study in 2011 but to do so, a partner(s) would need to contribute the $20,400 currently allocated to 2012 budgets.

PROJECT OVERVIEW –PURPOSE AND TIMING
A high-level statement of the study's purpose, extracted from the complete Scope of Work presented in Attachment A, follows:

> "…vision for a new collaborative, multi-participant system model for contributing to and maintaining street centerline network for the Twin Cities region on a transactional basis. A cross-sector solution is the goal, wherein related business drivers and roles and responsibilities are defined for non-government and government interests alike. The purpose of this feasibility study is to explore and test the practicality of such a collaborative model…"

In 2010, Applied Geographics served as the lead support to develop a strategic plan for the Transportation for the Nation (TFTN) initiative. The intent is that MetroGIS's study will be able to leverage, possibly test, ideas developed for the TFTN initiative.

The project is set to launch late summer if a funding partner cannot be not secured. If a partner were to be secured, the project could begin late Spring following completion of the Next-Generation MetroGIS Needs Assessment, also supported by Applied Geographics.

RECOMMENDATION
That the Committee:
1) Authorize creation of a Project Advisory Team to provide oversight and direction for the pending project, entitled "*Explore Potential for Collaborative Street Centerline Maintenance Mode*l"
2) Identify candidates to serve on this Project Advisory Team.

ATTACHMENT A

Specifications/Scope of Work

Testbed Feasibility Study
Explore New Street Centerline Collaborative Maintenance Model

Driver – Create Public Value:
Creation of public value, through broadly, collaborative solutions to shared information needs, is the ultimate driver for MetroGIS' existence. Acting on this philosophy, MetroGIS views itself as a building block of the National Spatial Data Infrastructure (NSDI) and, as such, strives to apply principals that underpin the NSDI vision with each regional solution it implements to address a shared geospatial information need.

Stated more explicitly, MetroGIS leaders firmly believe that public value creation potential can be increased if the street centerline data solution for the Minneapolis-St. Paul metropolitan area (Twin Cities Region) were to work in concert with the street centerline solution(s) maintained for the adjoining counties. Further, MetroGIS leadership believes that public value creation potential can be exponentially increased if the street center solution for the Twin Cities Region were to be interoperable with a statewide solution, and ultimately a functional component of the NSDI.

Accordingly, the subject exploration of technical; legal, and organizational implications of migrating to a collaborative, multi-participant system model for maintaining street centerline network for the Twin Cities Region is intended to not only be valuable to the Council and the greater MetroGIS community, including local government, but also offer insight for addressing a host of operational questions that underpin realizing the vision of the NSDI. Such a collaborative model is also expected to enhance the quality of the data and assure that users at the local level will continue to find value in participating and in the actual resulting data asset.

Purpose – Test a Vision:
The Council and MetroGIS have a vision for a new collaborative, multi-participant system model for contributing to and maintaining street centerline network for the Twin Cities region on a transactional basis. . A cross-sector solution is the goal, wherein related business drivers and roles and responsibilities are defined for non-government and government interests alike. The purpose of this feasibility study is to explore and test the practicality of such a collaborative model.

General Assumptions:
- MetroGIS will continue to oversee the custodial relationships for the Metropolitan Area component of the endorsed regional solution for street centerline data.

- Data from multiple sources can be effectively assembled into a single dataset comprised of "best available data" to address locally-defined business information needs.

- The "public domain" principal of the NSDI can be achieved if the producers are able to quantify the value to themselves of contributing to a single collaborative solution versus supporting a solution on their own.

- Organizations with sufficient operating capacity will be willing to assume the various roles and responsibilities required to achieve and sustain the envisioned collaborative model.

- Non-government interests can both add value important to government interests and benefit for collaborating with government interests to support a single street centerline network for the Twin Cities region.
- The data producers will have the right to market components of the data and related products that are not available in the "public domain" in return for serving custodian roles.

Research Topics, Methodology, and Study Report

The representative types of research topics, methodology proposed through which to seek answers to these research topics, and reporting of the results by AppGeo, as described on Pages 22-25 of AppGeo's proposal (Exhibit 1), are hereby accepted in totality, with the exception of the Task Timeline on page 25. The timeline shall be as defined Section 5.01 of this agreement, which specifies the agreement term.

EXHIBIT 1

**Testbed Feasibility Study:
Exploring a New Street Centerline Collaborative Maintenance Model**

Pages 22-25 from the proposal submitted by NCompass Technologies and Applied Geographics, Inc., dated July 30, 2010 and entitled "Next Generation Regional Centerline Solution", are presented below.

The information presented in this proposal excerpt hereby establishes the study expectations concerning representative types of research topics, methodology proposed through which to seek answers to these research topics, and reporting of the results pertaining to the subject *Testbed Feasibility Study - Exploring a New Street Centerline Collaborative Maintenance Model.*

Pages 22-25 excerpt from NCompass/App Geo Proposal:

ROLE 2. COLLABORATIVE TESTBED STUDY

APPROACH FOR THE GEOSPATIAL COLLABORATIVE TESTBED

TASK UNDERSTANDING

The Geospatial Collaborative Testbed is the concept of a transactional and multi-user system for maintaining street centerline data for the region. The preliminary vision set forth in the RFP is for a public–private partnership, and for the involvement and coordination of many data users/contributors to a single database. The scope of effort for this project task is to research, evaluate, and define the practicality of such an approach. Key aspects to explore in this are business, organizational, workflow, technical, cost-effectiveness, sustainability and risks. Representative types of questions to be addressed include (but are not limited to):

- What are the implications of the collaboration of public and private sector firms for intellectual property concerning methods and tools, and for-profit business interests in the resulting data?
- Who are the essential participants in the system, and what are the key roles and responsibilities – data provider/editor, data quality control and review, overall database administration, application development/hosting/maintenance, system coordination and leadership, and so forth? What is the role for the private sector?
- What changes to organizational structure, relationships, agreements are essential to such a collaborative system?
- Which workflows/business processes are relevant to this collaborative model? How does the data maintenance activity fit into (improve upon, change) existing workflows/business processes involving street centerline data? What new workflows are required for the system?
- Are data stewards and business process owners willing to change/adjust their current practices to accommodate the collaborative system?
- Is the concept technically feasible (practical, efficient, fast) using current GIS/IT technologies – online data editing, database systems, security and authentication, and so forth?
- Are there models/case studies/operational systems that exemplify the concept and approach envisioned?
- What is the rough estimate of the cost to create such a system? What is the rough cost to operate such a system? How do these compare with the current cost of data development/maintenance?

- What are the risks and constraints associated with the collaborative test bed model? What mitigation strategies or steps could be taken?

DEFINING AND EVALUATING THE TESTBED CONCEPT

In order to assist the Metropolitan Council to define and evaluate the Collaborative Testbed, the response Team will perform the following three tasks, with AppGeo staff acting as the lead for the overall effort:

1. **Information gathering and scoping**, outreach to stakeholders, discussion with Metropolitan Council, MetroGIS and others
2. **Collaborative Testbed Definition and Comprehensive Description**
3. **Pro and Con Assessment of Collaborative System**

These three tasks form the core tasks included in the Geospatial Collaborative Testbed budget. These tasks will be performed sequentially on a schedule to be determined during the Base Professional Services Agreement. Completion of these tasks will result in a **Comprehensive Report** with three main parts: (1) Collaborative Testbed Definition, (2) Comprehensive Description, and (3) Pro and Con Assessment. The Comprehensive Report will provide the basis for evaluating the feasibility and desirability of the Collaborative Testbed and determining next steps in its potential development. The Metropolitan Council will have the opportunity to review, comment on and participate in discussion with the Team on all written report components in draft form before they are finalized.

The following paragraphs describe the above project tasks.

INFORMATION GATHERING AND SCOPING

The Team will organize and facilitate an outreach and information gathering effort designed to engage with and learn from stakeholders:

1. Identify (inventory) key stakeholders to the collaborative system
2. Identify and understand current business processes, applications, uses, and data creation and maintenance activities of these stakeholders
   a. Develop an inventory of the primary applications and requirements for street centerline data among the stakeholders
   b. Develop a description of the primary processes, current responsibilities, and capabilities of stakeholders involving the creation and maintenance of street centerline data (spatial and attributes)
   c. Identify the types of uses, users, and primary applications/systems that rely on current centerline data
3. Obtain sample data, database schema, application descriptions
4. Gauge stakeholder interest in and ideas for a collaborative system

Outreach methods will include workshops, interviews, onsite visits, review of database and system documentation, and consultation with the Metropolitan Council. The combination and timing of these efforts will be determined in coordination with the Metropolitan Council.

We assume that the Metropolitan Council will be an active partner in this outreach effort, including support to the Team for:

- Identification of stakeholders and key processes
- Support for meeting or workshop logistics
- Participation in meetings, interviews, workshops
- Participation In discussions with the Team
- Review and feedback on findings and questions of the Project Team

The Team will also investigate and gather materials documenting similar systems for maintaining street centerline data in a collaborative fashion elsewhere.

COLLABORATIVE TESTBED DEFINITION AND COMPREHENSIVE DESCRIPTION

A definition of the Collaborative Testbed will be developed based on the concepts articulated in the RFP, reference to the current Address Points Dataset project, and based on the outreach and information gathering process. AppGeo project staff will draft a concise working definition of the system purpose and scope. The definition will establish a vision for the system. Review and consensus with the Metropolitan Council will lead to finalization of the working definition.

AppGeo staff will develop a comprehensive description of the systems major elements. Major elements to be discussed in the description include:

- Overall architecture
- Roles and responsibilities of key participants
- Workflows, especially concerning data editing and attribution and verification
- Standards (data, metadata)
- Data suitability for existing systems and applications that rely on centerline data for various purposes
- Database and storage systems
- Security and administrative requirements
- Rough Order of Magnitude Cost Estimate
- Sustainability and business considerations (intellectual property interests in methods and data products)

The Team will draft the description for review and discussion with the Metropolitan Council.

The goal of developing the complete description is to provide a sufficient level of detail so that the major assumptions, methods, system organization, roles, costs, and data products are clarified. In this way, the description provides the basis for development of a technical specification and detailed budget. It also provides the basis for a useful Pro and Con analysis.

PRO AND CON ASSESSMENT OF COLLABORATIVE SYSTEM

The Pro and Con Assessment is the third planned part of the evaluation of the Collaborative Testbed. AppGeo staff along with assistance from experienced and intimately knowledgeable NCompass staff will review the complete system description and comment on the strengths, weaknesses, opportunities and threats of its main elements. For example, the Pro and Con Assessment will identify and discuss some or all of the following as appropriate:

- Concerns and constraints raised by stakeholders
- Business concerns and opportunities
- Strengths and weaknesses of the Collaborative Testbed compared with the current way of doing business in terms of:
    - Currency, accuracy, completeness of data
    - Expected efficiency of overall system
    - Administrative and organizational requirements
    - IT infrastructure
    - GIS technology capabilities
- Opportunities and threats associated with the Collaborative model in terms of external factors such as funding, policy, coordination with state and federal standards, technology change, and so forth

Depending on the system assessment and decisions of the Metropolitan Council, additional tasks that the Team is prepared to perform include:

- **Technical Description of the System**, covering system architecture, software, hardware, database, and other GIS/IT details required for an operational system
- **Detailed Budget Estimate** for prototype and/or complete system
- **Develop, Test, and Document Prototype Testbed**
- **Full Collaborative System development and deployment**

Meeting Summary
MetroGIS Coordinating Committee
Metropolitan Counties Government Building
March 24, 2011

1. CALL TO ORDER

Vice Chairperson Henschel called the meeting to order at 1:05 p.m. He introduced Matt Koukol as the new representative from Ramsey County and asked the others in attendance to introduce themselves.

Members Present: *Academic:* Francis Harvey; *Counties:* John Slusarczyk (Anoka), Peter Henschel (Carver), Jim Bunning (Scott); Matt Koukol (Ramsey), David Brandt (Washington); Randy Knippel (Dakota); *Federal*: Ron Wencl (USGS); *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), David Bitner (Metropolitan Airports Commission), and Nancy Read (Metropolitan Mosquito Control District); *Schools*: Dick Carlstrom; *Special Expertise*: Brad Henry (U of M) and Ben Verbick (LOGIS), *State*: Nancy Rader (MnGeo). *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker, Capital Region Watershed District.

Members Absent: *Cities:* Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin), *Non-Profits*: Sally Wakefield (1000 Friends of Minnesota) and Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board, and *State*: Joella Givens (MN/DOT) and Tim Loesch (DNR).

Open Seats: *Business Geographics and Cities* (AMM: Core Cities)

Support Staff: Randall Johnson, MetroGIS Staff Support Team,

Visitors: None

2. ACCEPT AGENDA

Member Bitner moved and Member Henry seconded to approve the agenda with order changes as follows: 5c, 5a, 5d and 5b. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Radke moved and Member Bitner seconded to approve the December 19, 2010 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING

Staff Coordinator Johnson summarized the information presented in the agenda report.

5. ACTION AND DISCUSSION ITEMS

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

In addition to the two candidate demonstrations presented in the agenda report, Bunning offered a third for consideration – a web-based application for keeping citizens apprised of flood-related road closures.

Following a brief summary about each of the three candidates, the Committee decided all should be presented to the Policy Board in the following order:
- Scott County Road Closures and Flooding – *Jim Bunning, Henschel*
- GIS Web Viewer – Exploring and Discovering Recreational Opportunities – *Henschel, Koukol and Brian Fischer (Houston Engineering)*
- TIES efforts to foster greater use of GIS technology among school districts (principal uses being understanding housing stock to understand population characteristics for census

projections, setting school attendance boundaries, and supporting bus operations – *Carlstrom.*

The Committee encouraged presenters of the Scott County demonstration to make a point of sharing with the Policy Board that Carver County created the application and shared it with Scott County and that MnDOT has also been involved.

a) <u>**Next Generation MetroGIS Needs Assessment**</u>
Michael Terner, with Applied Geographics and lead support for this project, was introduced. He joined the Committee meeting via the Internet.

Terner began his presentation with a brief overview of the pre-workshop survey conducted in December, the needs assessment workshop hosted on January 13, and a recap of the MetroGIS's current policy foundation. He then noted that a number of ideas had been captured for next-generation projects, including ideas for improving MetroGIS's effectiveness, and that all of them can be "mapped" to one or more of the current strategic objectives defined in the 2008-2011 MetroGIS Business Plan.

Terner then highlighted the suggestions received in three major categories of findings: ***Communication & Collaboration***, ***Data, and Organizational.*** He closed his presentation with a slide entitled "discussion starters" and encouraged comment from the members.

Henry commented that the substance of the presentation to the Policy Board needs to focus on policy issues. A suggestion was made to using Slide 20 (a lot has changed in recent years) to launch the presentation with the Board and also to set the stage for offering insight into how MetroGIS's efforts can make a difference to address the ever-changing geospatial environment. A lengthy discussion ensued during which several policy issues and opportunities were offered to share with the Policy Board for direction prior to attempting to recommend specific next step actions.

The policy related considerations identified by the Committee were as follows:
- <u>Status quo or expand function</u>: Should MetroGIS continue to serve principally as a forum to collectively establish standards and roles and responsibilities for support of collaborative solutions? Stated another way, should MetroGIS consider offering services beyond its current "foster collaboration" functions of:
  a) Support a forum to foster collaboration,
  b) Catalyze solutions to geospatial data, web service, and application needs shared by its stakeholders, and support an Internet data, service,
  c) Support an online discovery tool for geospatial data, services and application (e.g., DataFinder).
- <u>Collaborative Space Emphasis</u>: Consider greater investment in tools and activities that create a collaborative space (e.g., web-based tools) for MetroGIS stakeholders to use <u>regardless of whether the solutions would be regional in significance</u>. If no additional resources, this means less investment in solutions to shared data, service and application needs.
- <u>Multiple Funding Sources</u>: Should MetroGIS continue to seek out an organizational structure that permits it (Policy Board) to receive, manage, and expend funding from multiple sources?
- <u>Role of MetroGIS Policy Board</u>: Do Policy Board members believe that continued existence of the Policy Board, comprised of policy makers, is important to achieving MetroGIS's vision and mission? What do Board members believe their role is? Should be? What changes in membership should be considered? The Coordinating Committee believes this discussion might be best served if the Committee were to first specify what it needs from the Policy Board to be successful.
- <u>Authority to Commit Resources</u>: To improve nimbleness, consider authorizing designated officials (e.g., Chairpersons, Staff Coordinator) to commit MetroGIS resources up to a

designated amount. Currently, expenditures must be included as line items in a budget approved by the Policy Board, which meets quarterly.

- "Push" Data to Commercial Providers: Consider pursuing a policy of "pushing" locally-produced data (e.g., imagery, parcels, street centerlines, jurisdictional boundaries) to national providers (e.g., Google, Bing, Map Quest) so that these high quality, locally-produced data, which are paid for by taxpayers, are available for the taxpayer to use in ever-increasing commercial applications that they use in their personal lives. This idea is a game changer, consistent with the current policy to seek out partnerships with non-government interests, with potential for significant additional reduction in duplication of effort. Key policy issue - define the boundary between governments standing up applications versus having the private sector do so in a manner that leverages locally-produced data.

The Staff Coordinator agreed to share this list of issues with the Committee members for confirmation before developing the presentation for the April 20 Policy Board meeting

d) Explore Potential for Collaborative Street Centerline Maintenance Model
Staff Coordinator Johnson introduced this agenda item, noting the Policy Board has approved this project for 2011 and 2012 funding last October. He also explained that NCompass and Applied Geographics, the contractor retained for this project, had collaborated on a joint proposal to the RFP. Charboneau (NCompass representative) commented that NCompass is fully on board with the notion that some portion of the NCompass Street Centerline Dataset needs to be moved to the public domain to remain competitive. Johnson also noted that Applied Geographics is also providing support for the National Transportation for the Nation, the results of which will hopefully be able to be leveraged during this project. Johnson concluded his introductory remarks by noting that although the study is not expected to begin until the Next Generation Needs Assessment is complete, he thought it important to ask the Committee to authorize creation of a Project Advisory Team at this time so that work could begin now to populate the Advisory Team. Michael Terner, with Applied Geographics, then commented on the broad objectives of the study.

In response to Vice Chairperson Henschel's call for a motion to create the proposed Advisory Team, three projects currently underway in the Twin Cities, involving at least three counties, LOGIS, and the MESB with major deliverable deadlines by year-end, were identified.

A wide-ranging discussion ensured about the purposes of those projects and how the subject study would add value and not be duplicative. Ultimately, the Committee found that the MetroGIS project is important to bring resources to the table that all concurred will be needed to address obstacles out of scope/beyond the skills of those involved in the current, mostly technically focused efforts. All concurred that the current efforts will also provide an outstanding means to "tee up" critical obstacles that the MetroGIS resources can focus on for solutions. "

Motion: Wencl moved and Bitner seconded that the Committee authorize creation of a Street Centerline Maintenance Study Advisory Team, with the understandings that:

a) It would not officially begin work until mid to late summer, which is consistent with the current project plan and
b) A meeting should be held as soon as possible with affected parties to clarify expectations on all parts.

The following Committee members volunteered to serve on the Project Advisory Team:
- Bitner
- Charboneau
- Koukol

The Committee then directed the Staff Coordinator to set up a "clarify expectations" meeting of the affected parties to ensure all understand that the goal of MetroGIS's project is to build upon/leverage the other projects and in no way duplicate their work.

Knippel volunteered to attend the initial "clarify expectations" meeting and Verbick (LOGIS) agreed that someone from LOGIS would attend. Staff was directed to encourage Gordon Chinander (MESB) and Givens (MnDOT) to also attend. Charboneau commented that the key to the next-generation street centerline maintenance model is to define an efficient means for cities to contribute their address and street centerline data as they create it– a current objective in the proposed study.

b) 2011 Budget and Work Program Refinements
The Staff Coordinator noted that $3000 previously allocated to the proposed GECCo Forum this fall can be used for other purposes as federal financing has been secured for the forum. He mentioned that a revised budget would be proposed at the June Committee meeting as a component of the recommendations that follow needs assessment. He also noted that collaboration with the NGAC on defining organizational structure options is no longer an option. No comments additional were offered.

6. MAJOR PROJECT UP-DATES
No comments offered.

7. INFORMATION SHARING
No comments offered.

8. NEXT MEETING
The next meeting of the Coordinating Committee is scheduled for June 23, 2011.

9. ADJOURN
The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

Note: Meeting Location – 2099 University Ave.

MetroGIS   **Coordinating Committee**
Cooperation, Coordination, Sharing Geographic Data

Thursday, June 23, 2011

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

1:00 to 3:30 p.m. (*extend if needed***)**
Board Room on Main Floor

AGENDA

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

Major Project Updates:
   a) Next-Generation Regional Street Centerline Solution Feasibility Study
   b) Quantifying Public Value (QPV) of Geospatial Commons Study
   c) Next-Generation Regional Parcel Data Sharing Agreement
   d) Geospatial Commons (*Joint effort with MnGeo*)
   e) Regional Policy Statements (*Geocoder Service, Best Image Service pending*)
   f) Regional Address Point Dataset Implementation / Address Editing Tool Development
   g) Streamlining Data Access by Emergency Responders
   - Co-Host GECCo Event
   - Develop a plan to promote broader use the U.S. National Grid in the Twin Cities
   h) Performance Measures – Phase II on hold for QPV Study
   i) Documenting Benefits & Organizational Structure for Cross Sector, Shared Power Environment

Information Sharing:
   a) Metro and State Geospatial Initiatives Update
   b) National/Federal Geospatial Initiatives Updates
   c) Outreach

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

1. CALL TO ORDER

Vice Chairperson Henschel called the meeting to order at 1:05 p.m. He introduced Matt Koukol as the new representative from Ramsey County and asked the others in attendance to introduce themselves.

Members Present: *Academic:* Francis Harvey; *Counties:* John Slusarczyk (Anoka), Peter Henschel (Carver), Jim Bunning (Scott); Matt Koukol (Ramsey), David Brandt (Washington); Randy Knippel (Dakota); *Federal*: Ron Wencl (USGS); *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), David Bitner (Metropolitan Airports Commission), and Nancy Read (Metropolitan Mosquito Control District); *Schools*: Dick Carlstrom; *Special Expertise*: Brad Henry (U of M) and Ben Verbick (LOGIS), *State*: Nancy Rader (MnGeo). *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker, Capital Region Watershed District.

Members Absent: *Cities:* Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin), *Non-Profits*: Sally Wakefield (1000 Friends of Minnesota) and Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board, and *State*: Joella Givens (MN/DOT) and Tim Loesch (DNR).

Open Seats: *Business Geographics and Cities* (AMM: Core Cities)

Support Staff: Randall Johnson, MetroGIS Staff Support Team,

Visitors: None

2. ACCEPT AGENDA

Member Bitner moved and Member Henry seconded to approve the agenda with order changes as follows: 5c, 5a, 5d and 5b. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Radke moved and Member Bitner seconded to approve the December 19, 2010 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF JANUARY POLICY BOARD MEETING

Staff Coordinator Johnson summarized the information presented in the agenda report.

5. ACTION AND DISCUSSION ITEMS

c) GIS Demonstration for April Policy Board Meeting

In addition to the two candidate demonstrations presented in the agenda report, Bunning offered a third for consideration – a web-based application for keeping citizens apprised of flood-related road closures.

Following a brief summary about each of the three candidates, the Committee decided all should be presented to the Policy Board in the following order:

- Scott County Road Closures and Flooding – *Jim Bunning, Henschel*
- GIS Web Viewer – Exploring and Discovering Recreational Opportunities – *Henschel, Koukol and Brian Fischer (Houston Engineering)*
- TIES efforts to foster greater use of GIS technology among school districts (principal uses being understanding housing stock to understand population characteristics for census

projections, setting school attendance boundaries, and supporting bus operations – *Carlstrom.*

The Committee encouraged presenters of the Scott County demonstration to make a point of sharing with the Policy Board that Carver County created the application and shared it with Scott County and that MnDOT has also been involved.

a) **Next Generation MetroGIS Needs Assessment**
   Michael Terner, with Applied Geographics and lead support for this project, was introduced. He joined the Committee meeting via the Internet.

   Terner began his [presentation](#) with a brief overview of the pre-workshop survey conducted in December, the needs assessment workshop hosted on January 13, and a recap of the MetroGIS's current policy foundation. He then noted that a number of ideas had been captured for next-generation projects, including ideas for improving MetroGIS's effectiveness, and that all of them can be "mapped" to one or more of the current strategic objectives defined in the 2008-2011 MetroGIS Business Plan.

   Terner then highlighted the suggestions received in three major categories of findings: ***Communication & Collaboration***, ***Data, and Organizational.*** He closed his presentation with a slide entitled "discussion starters" and encouraged comment from the members.

   Henry commented that the substance of the presentation to the Policy Board needs to focus on policy issues. A suggestion was made to using Slide 20 (a lot has changed in recent years) to launch the presentation with the Board and also to set the stage for offering insight into how MetroGIS's efforts can make a difference to address the ever-changing geospatial environment. A lengthy discussion ensued during which several policy issues and opportunities were offered to share with the Policy Board for direction prior to attempting to recommend specific next step actions.

   The policy related considerations identified by the Committee were as follows:
   - Status quo or expand function: Should MetroGIS continue to serve principally as a forum to collectively establish standards and roles and responsibilities for support of collaborative solutions? Stated another way, should MetroGIS consider offering services beyond its current "foster collaboration" functions of:
     a) Support a forum to foster collaboration,
     b) Catalyze solutions to geospatial data, web service, and application needs shared by its stakeholders, and support an Internet data, service,
     c) Support an online discovery tool for geospatial data, services and application (e.g., DataFinder).
   - Collaborative Space Emphasis: Consider greater investment in tools and activities that create a collaborative space (e.g., web-based tools) for MetroGIS stakeholders to use regardless of whether the solutions would be regional in significance. If no additional resources, this means less investment in solutions to shared data, service and application needs.
   - Multiple Funding Sources: Should MetroGIS continue to seek out an organizational structure that permits it (Policy Board) to receive, manage, and expend funding from multiple sources?
   - Role of MetroGIS Policy Board: Do Policy Board members believe that continued existence of the Policy Board, comprised of policy makers, is important to achieving MetroGIS's vision and mission? What do Board members believe their role is? Should be? What changes in membership should be considered? The Coordinating Committee believes this discussion might be best served if the Committee were to first specify what it needs from the Policy Board to be successful.
   - Authority to Commit Resources: To improve nimbleness, consider authorizing designated officials (e.g., Chairpersons, Staff Coordinator) to commit MetroGIS resources up to a

designated amount. Currently, expenditures must be included as line items in a budget approved by the Policy Board, which meets quarterly.

- "Push" Data to Commercial Providers: Consider pursuing a policy of "pushing" locally-produced data (e.g., imagery, parcels, street centerlines, jurisdictional boundaries) to national providers (e.g., Google, Bing, Map Quest) so that these high quality, locally-produced data, which are paid for by taxpayers, are available for the taxpayer to use in ever-increasing commercial applications that they use in their personal lives. This idea is a game changer, consistent with the current policy to seek out partnerships with non-government interests, with potential for significant additional reduction in duplication of effort. Key policy issue - define the boundary between governments standing up applications versus having the private sector do so in a manner that leverages locally-produced data.

The Staff Coordinator agreed to share this list of issues with the Committee members for confirmation before developing the presentation for the April 20 Policy Board meeting

d) Explore Potential for Collaborative Street Centerline Maintenance Model
Staff Coordinator Johnson introduced this agenda item, noting the Policy Board has approved this project for 2011 and 2012 funding last October. He also explained that NCompass and Applied Geographics, the contractor retained for this project, had collaborated on a joint proposal to the RFP. Charboneau (NCompass representative) commented that NCompass is fully on board with the notion that some portion of the NCompass Street Centerline Dataset needs to be moved to the public domain to remain competitive. Johnson also noted that Applied Geographics is also providing support for the National Transportation for the Nation, the results of which will hopefully be able to be leveraged during this project. Johnson concluded his introductory remarks by noting that although the study is not expected to begin until the Next Generation Needs Assessment is complete, he thought it important to ask the Committee to authorize creation of a Project Advisory Team at this time so that work could begin now to populate the Advisory Team. Michael Terner, with Applied Geographics, then commented on the broad objectives of the study.

In response to Vice Chairperson Henschel's call for a motion to create the proposed Advisory Team, three projects currently underway in the Twin Cities, involving at least three counties, LOGIS, and the MESB with major deliverable deadlines by year-end, were identified.

A wide-ranging discussion ensured about the purposes of those projects and how the subject study would add value and not be duplicative. Ultimately, the Committee found that the MetroGIS project is important to bring resources to the table that all concurred will be needed to address obstacles out of scope/beyond the skills of those involved in the current, mostly technically focused efforts. All concurred that the current efforts will also provide an outstanding means to "tee up" critical obstacles that the MetroGIS resources can focus on for solutions. "

Motion: Wencl moved and Bitner seconded that the Committee authorize creation of a Street Centerline Maintenance Study Advisory Team, with the understandings that:

a) It would not officially begin work until mid to late summer, which is consistent with the current project plan and
b) A meeting should be held as soon as possible with affected parties to clarify expectations on all parts.

The following Committee members volunteered to serve on the Project Advisory Team:
- Bitner
- Charboneau
- Koukol

The Committee then directed the Staff Coordinator to set up a "clarify expectations" meeting of the affected parties to ensure all understand that the goal of MetroGIS's project is to build upon/leverage the other projects and in no way duplicate their work.

Knippel volunteered to attend the initial "clarify expectations" meeting and Verbick (LOGIS) agreed that someone from LOGIS would attend. Staff was directed to encourage Gordon Chinander (MESB) and Givens (MnDOT) to also attend. Charboneau commented that the key to the next-generation street centerline maintenance model is to define an efficient means for cities to contribute their address and street centerline data as they create it– a current objective in the proposed study.

b) 2011 Budget and Work Program Refinements
The Staff Coordinator noted that $3000 previously allocated to the proposed GECCo Forum this fall can be used for other purposes as federal financing has been secured for the forum. He mentioned that a revised budget would be proposed at the June Committee meeting as a component of the recommendations that follow needs assessment. He also noted that collaboration with the NGAC on defining organizational structure options is no longer an option. No comments additional were offered.

6. MAJOR PROJECT UP-DATES
No comments offered.

7. INFORMATION SHARING
No comments offered.

8. NEXT MEETING
The next meeting of the Coordinating Committee is scheduled for June 23, 2011.

9. ADJOURN
The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: April 2011 Policy Board Meeting Highlights

DATE: May 24, 2011
             (For the Jun 23rd Meeting)

The following **major** topics were considered / acted on by the Policy Board on April 20th. Refer to the meeting minutes for information about each item and other topics considered by the Board.

1. Next Generation MetroGIS Needs Assessment

This topic was the main focus of the meeting. In preparation for developing specific actionable next step recommendations, the Policy Board provided direction on organizational philosophy that it wanted the Committee to take into consideration. An overview of this direction received follows (see Attachment B to the report for Agenda Item 5a for a more detailed explanation of direction given):

- Call to change the current organizational structure by:
    - Modifying the role of the Policy Board to move/share the current responsibility to define the organizational vision and activities to those who are experts within geospatial industry.
    - Creating a "super" committee, or a "sub" committee that would be designed to act in a more agile fashion and potentially meet more regularly, than the quarterly Policy Board schedule and on an as-needed basis.
    - Utilizing/modifying, as needed, the Executive Committee of Policy Board to act on contracts when windows of opportunity are discovered and to improve nimbleness. It was suggested that a reconstituted Executive Committee could potentially act as the "super"/"sub" committee.

- Delegate authority to the Coordinating Committee, or another surrogate for approvals to spend up to $50k without explicit Policy Board approval (*once the Policy Board approves higher level, overall budget).*

- Modify the Committee structure and activities to be bring more non-government interests into the fold in substantive ways and in so doing recapture the leadership role that has slipped in the past few years.

- Acknowledgment that two types of funding are involved to make progress with the types of collaboration solutions sought by MetroGIS:
    - Funding for administrative focused functions involved in fostering collaboration
    - Funding for specific projects.

2. 2011 Program Objectives and Budget Refinement

$3,000 was acknowledged to be available for reallocation in July. These funds had been allocated to co-sponsoring a GECCo forum which is now fully funded by the federal government.

3. Election of Officers

Chairperson Schneider was reelected as Chairperson for 2011 and Carver County Commissioner Maluchnik was elected as Vice Chairperson.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5a

TO: Coordinating Committee

FROM: Michael Terner, AppGeo – Lead Project Support
             Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Next-Generation MetroGIS Needs Assessment: Findings and Recommendations

DATE: June 7, 2011
             (For the Jun 23rd Meeting)

INTRODUCTION

The Committee's endorsement is requested for several actions recommended to address findings of the Next-Generation MetroGIS Needs Assessment. AppGeo provided the lead support for this assessment, which was conducted over the past several months. (*Prior to reading this report, Committee members are encouraged to read AppGeo's preliminary final project report - download it from the same webpage from which this report was accessed.*)

The Committee's comment and endorsement are sought to ensure that MetroGIS's next efforts focus on topics relevant to changing stakeholder needs. MetroGIS's work plan from August 2011 through 2012 (Agenda Item 5b) is the primary focus.

Michael Terner, AppGeo Project Lead, will facilitate the Committee's review of the preliminary final recommendations presented in their project report. He will join the June 23 Committee meeting via an Internet connection. Policy Board consideration is tentatively planned for July 20. Prior to the Board's meeting, the Committee's comments will be incorporated into the report and suggested revised work plan (Agenda Item 5b).

PROCESS BACKGROUND

The Needs Assessment began in December 2010 with a web-based survey. A workshop followed on January 13. Ideas and preferences captured via these events and policy-related direction received from the Policy Board at its April 20 meeting (Attachment B) are the principal drivers of these recommendations. The recommendations also reflect advice received from the Coordinating Committee at its March meeting (Attachment A).

In an attempt to expedite the Committee's review, an earlier version of this report and AppGeo's preliminary recommendations were shared with Committee leadership and project managers to identify any substantive omissions. Comments received from Francis Harvey and Chairperson Wakefield follow.

Harvey: …. prefer to see a more thorough investigation of why projects/initiatives failed or were not as successful as had been hoped to provide a foundation for change moving forward. Quoting him, "…without assessing and learning from failures I think there's too big a risk in the proposed plan to repeat old mistakes. My sense is that while 'dated' to many (website), MetroGIS is robust and the structure and process are reasons for that. Taking on activities that were tried before, but didn't sustain themselves asks for repetition of errors, no?... Just in terms of the website I think social networking by itself won't make collaboration. It's not the tools that give people reasons to coordinate. My thought is that capabilities should be brought into use, probably around a different portal to data and expertise about the data..."

Wakefield: … I have some reservations about building out the website before understanding the target audience and their needs (nimbleness) and do see some overlap (especially in an unmoderated forum idea) between this plan and the Data Commons project. I would also like more information on the

approach to broaden participation as that will be staff driven and I benefit in close integration with the website rebuild. For example, I would hope that there would be more emphasis on encouraging participants to deposit data or derived data for broader sharing within the community

Staff Response: The introduction to the preliminary action plan presented below has been modified to incorporate requirements of: 1) evaluating and learning from past MetroGIS actions and 2) garnering a clear understanding of current stakeholder preferences for a particular initiative prior to developing and acting on an action plan.

PRELIMINARY ACTION PLAN

The principle focuses of the recommended plan of action follow. Specifics for each of these recommended actions will be presented in detail for Committee refinement at the June 23rd meeting (*relative priority will be assigned by the Committee once the list is complete*).

Each of the following suggested projects would begin with an evaluation of: 1) all related past MetroGIS actions focusing in what worked well and what did not work as well as had been hoped for, and 2) needs and preferences of the current stakeholder/user community. Additionally, solutions will not be complete until an evaluation of organizational capabilities has been conducted and a willing entity with sufficient operating capacity has accepted responsibility for support.

(a) Amend the MetroGIS operational guidelines to improve nimbleness.
(b) Pursue a project to revamp MetroGIS website – www.metrogis.org.
(c) Pursue creation of an online collaboration space.
(d) Prototype a process, which integrates Web 2.0 technology and face-to-face discussions, to act on identified enhancements to existing endorsed regional datasets.
(e) Pursue a project(s) to act on "pushing" data to the commercial providers (public-private partnership).
(f) Refine what is meant by "regional significance".

RECOMMENDATION

That the Committee:
1) Offer advice and ideas to refine the preliminary final Needs Assessment report. Is anything missing from recommended initiatives/activities?
2) Is there anything missing from this cover report that the Committee wishes to share with the Policy Board to provide additional context for the AppGeo report?
3) Recommend that the Policy Board endorse this recommended actions.

REFERENCE SECTION

A) PRELIMINARY FINDINGS – PREVIOUSLY PRESENTED

A high-level summary follows of the findings of the survey and workshop conducted in December and January. They were shared with the Coordinating Committee for comment in March and the Policy Board in April. (See Attachments A and B for the direction and comment received from the Committee and Policy Board.)

Numerous suggested actions to improve upon solutions implemented by MetroGIS as well as to improve upon MetroGIS's operations fall into the following three broad categories and related subcategories. No relative rating of importance was intended.

- **Data, Services and Products**
  - ➢ Address quality, currency, and documentation shortcomings with current regional data solutions
  - ➢ Improve standardization, pursue additional endorsed regional datasets (e.g., impervious surfaces)
  - ➢ Demonstrate capabilities to develop derivative products (e.g., regional base map –
  - ➢ Make data into more useful end-user oriented products (e.g., Google Earth compatible)
  - ➢ Identify key data initiatives to prototype
  - ➢ Pursue facilitation of group purchases (e.g., of geospatial data sets)

- **Communication and Collaboration**:
  - ➢ Explore and potentially leverage Web 2.0 and social networking capabilities
  - ➢ Re-vamp www.metrogis.org website
  - ➢ Document geospatial success stories / return on investment (ROI) successes
  - ➢ Expand MetroGIS's participants to more fully engage non-profits, for-profits & collar counties

- **Organizational**
  - ➢ Re-examine the overall organizational structure (Is there an opportunity to be more nimble?) Examples of organizational approaches that might be explored, include:
    - • Governance and committee structure
    - • Funding models
    - • Mission/mandate

B) CORE POLICY ELEMENTS SET FORTH IN 2008 – 2011 METROGIS BUSINESS PLAN
(www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf)

- ***Vision Statement***: The vision for the result of MetroGIS's efforts, or destination expected to be attained, is "*organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems*".
  The efficient use of geospatial information and shared knowledge of best practices benefit the region's citizens and their leaders:
  - • They are better able to solve real-world problems.
  - • In solving these problems, they make better decisions.
  - • Because better decisions are made, regional economies are strengthened.
  - • Citizens are better informed regarding geophysical and geopolitical objects and events.
  - • Because of all these factors, citizens and their leaders are more likely to reach community goals.

  And, ultimately these outcomes play a substantive role in providing citizens a safe place to live and work; enhancing environmental systems and green space; improving housing and transportation systems.

- **_Mission Statement_**: MetroGIS exists to enhance the capacities of its principal stakeholders to carry out their responsibilities in the most effective and economical way possible". Specifically, "*to expand stakeholders' capacity to address shared geographic information technology needs and maximize investments in existing resources through widespread collaboration of organizations that serve the Twin Cities metropolitan area***"**.

- **_Core Services and Desired Outcomes_**:
  1) *Foster GIS Coordination Among Stakeholders*
     - Provide an inclusive, trusted forum to collaboratively resolve geospatial data and GIS technology-related issues and opportunities of common interest.
     - Improve trust and mutual understanding within the GIS community through frequent opportunities to communicate with colleagues and peers.
     - Build sustainable solutions to common geospatial data-related needs through the use of collaborative and consensus-based processes that seek to institutionalize custodian roles and responsibilities pertaining to data capture, maintenance, documentation and distribution of commonly needed data.
     - Enhance individual stakeholder GIS programs and capabilities through sharing technology and proven practices with colleagues and peers.
  2) *Oversee Solutions To Shared Information Needs*
     - Increase access to, and use of, trusted, reliable and current data needed to support business needs through sharing data and creating community-endorsed regional data solutions and related applications. *Build once and share many times.*
     - Improve decision support for its entire stakeholder community through the use of minimal data standards pertaining to assembly of data produced by multiple organizations into regional datasets. These datasets work together horizontally within a given geospatial data theme and vertically among themes.
     - Facilitate use of data standards and best practices.
  3) *Support Internet-based mechanisms for discovery and ready access to geospatial data, web services and applications.*
     - Support *MetroGIS DataFinder (www.datafinder.org)* as a node of the National Spatial Data Infrastructure (NSDI).
     - Advance GeoServices Finder as the go-to means to discover and leverage existing GIS web services and applications of value to the MetroGIS community.

- **_Strategic Objectives_**
  1) *Develop and maintain regional data solutions to address shared information needs.*
  2) *Expand endorsed regional solutions to include support and development of application services.*
  3) *Facilitate better data sharing by improving processes, making more data available, and enlisting more users.*
  4) *Promote a forum for knowledge sharing.*
  5) *Build advocacy and awareness of the benefits of collaborative solutions to shared needs.*
  6) *Expand MetroGIS stakeholders.*

     Maintain funding policies that make the most efficient and effective use of available resources and revenue for system-wide benefit.
  7) *Optimize MetroGIS governance and organizational structure.*

ATTACHMENT A

EXCERPT
SUMMARY OF MARCH 24, 2011
COORDINATING COMMITTEE MEETING

5a) **Next Generation MetroGIS Needs Assessment**
Michael Terner, with Applied Geographics and lead support for this project, was introduced. He joined the Committee meeting via the Internet.

Terner began his presentation with a brief overview of the pre-workshop survey conducted in December, the needs assessment workshop hosted on January 13, and a recap of the MetroGIS's current policy foundation. He then noted that a number of ideas had been captured for next-generation projects, including ideas for improving MetroGIS's effectiveness, and that all of them can be "mapped" to one or more of the current strategic objectives defined in the 2008-2011 MetroGIS Business Plan.

Terner then highlighted the suggestions received in three major categories of findings: ***Communication & Collaboration***, ***Data, and Organizational.*** He closed his presentation with a slide entitled "discussion starters" and encouraged comment from the members.

Henry commented that the substance of the presentation to the Policy Board needs to focus on policy issues. A suggestion was made to using Slide 20 (a lot has changed in recent years) to launch the presentation with the Board and also to set the stage for offering insight into how MetroGIS's efforts can make a difference to address the ever-changing geospatial environment. A lengthy discussion ensued during which several policy issues and opportunities were offered to share with the Policy Board for direction prior to attempting to recommend specific next step actions.

The policy related considerations identified by the Committee were as follows:
- Status quo or expand function: Should MetroGIS continue to serve principally as a forum to collectively establish standards and roles and responsibilities for support of collaborative solutions? Stated another way, should MetroGIS consider offering services beyond its current "foster collaboration" functions of:
  a) Support a forum to foster collaboration,
  b) Catalyze solutions to geospatial data, web service, and application needs shared by its stakeholders, and support an Internet data, service,
  c) Support an online discovery tool for geospatial data, services and application (e.g., DataFinder).
- Collaborative Space Emphasis: Consider greater investment in tools and activities that create a collaborative space (e.g., web-based tools) for MetroGIS stakeholders to use regardless of whether the solutions would be regional in significance. If no additional resources, this means less investment in solutions to shared data, service and application needs.
- Multiple Funding Sources: Should MetroGIS continue to seek out an organizational structure that permits it (Policy Board) to receive, manage, and expend funding from multiple sources?

- Role of MetroGIS Policy Board: Do Policy Board members believe that continued existence of the Policy Board, comprised of policy makers, is important to achieving MetroGIS's vision and mission? What do Board members believe their role is? Should be? What changes in membership should be considered? The Coordinating Committee believes this discussion might be best served if the Committee were to first specify what it needs from the Policy Board to be successful.
- Authority to Commit Resources: To improve nimbleness, consider authorizing designated officials (e.g., Chairpersons, Staff Coordinator) to commit MetroGIS resources up to a

designated amount. Currently, expenditures must be included as line items in a budget approved by the Policy Board, which meets quarterly.

- "Push" Data to Commercial Providers: Consider pursuing a policy of "pushing" locally-produced data (e.g., imagery, parcels, street centerlines, jurisdictional boundaries) to national providers (e.g., Google, Bing, Map Quest) so that these high quality, locally-produced data, which are paid for by taxpayers, are available for the taxpayer to use in ever-increasing commercial applications that they use in their personal lives. This idea is a game changer, consistent with the current policy to seek out partnerships with non-government interests, with potential for significant additional reduction in duplication of effort. Key policy issue - define the boundary between governments standing up applications versus having the private sector do so in a manner that leverages locally-produced data.

The Staff Coordinator agreed to share this list of issues with the Committee members for confirmation before developing the presentation for the April 20 Policy Board meeting

ATTACHMENT B

5a) Next Generation MetroGIS Needs Assessment

Staff Coordinator Johnson provided a brief introduction for this project. He then introduced Michael Terner, with AppGeo Boston, MA, who is the lead support for this project, noting that Terner would be joining the meeting via a phone and GoToMeeting Internet connection.

Using a slide presentation, Terner summarized the needs assessment process; explained the high-level major findings that have been divided into three major categories of: data, communication, and organizational needs; he explained six policy related questions for which the Coordinating Committee has requested direction from the Policy Board before attempting to work on recommendations. The remainder of the time was dedicated to discussing and receiving direction on the following six policy questions:

- o **Should MetroGIS expand its areas of activity (add fee for service function)?**
- o **Should locally produced data be "pushed" to commercial mapping providers?**
- o **Should the definition of collaboration be broadened (e.g., a different standard other than "regional significance")?**
- o **Is the current role of the Policy Board still relevant?**
- o **Can MetroGIS resources be expended more flexibly?**
- o **Should MetroGIS Continue to seek/obtain funding support from multiple organizations?**

At the conclusion of his presentation, Terner commented that notwithstanding the suggestions for improvements, MetroGIS remains among the top regional organizations in existence. He then invited the Board members to decide how they would like to attack the six discussion questions. Chairperson Schneider commented that the goal from his perspective is what measures need to be taken to ensure MetroGIS does the right things at the right time? In short, how can MetroGIS be both more nimble and more effective?

Chairperson Schneider commented that the role of the Board has changed since its inception. At that time, among its most important roles was to find ways for the seven counties to work better together in a manner that also improved efficiencies for other government interests. Chairperson Schneider went on to comment that he believes these roles have been achieved and that now the question is how to enhance MetroGIS's effectiveness. Paraphrasing, he said "the turf battles have been settled, and the larger sums of money have been spent." Members concurred that more can be done and that GIS technology will continue to play a vital role in the region's planning.

All concurred that with some of the major issues settled there is a need to be more flexible and open to acting on smaller scale needs, including the needs of others, with similar interests in regional collaboration (i.e., the driving reason for MetroGIS's existence). He also noted that citizens' knowledge of geospatial technology and their expectations have changed, which in turn has broadened the potential set of shared needs. A wide-ranging discussion ensured, during which the **following direction was provided**:

- Call to change the current organizational structure by:
  - Modifying the role of the Policy Board to move/share the current responsibility to define the organizational vision and activities to those who are experts within geospatial industry. The Board's roles should be to endorse guiding principles, and provide advocacy, political support, and in general a political reality check, as opposed to direction for specific activities. It was observed that the way Policy Board has functioned recently is more like a "Guidance Committee" than a "Policy Board", and perhaps that's what is now most needed.

- Creating a "super" committee, or a "sub" committee that would be designed to act in a more agile fashion and potentially meet more regularly, than the quarterly Policy Board schedule and on an as-needed basis. Such a committee would be smaller than the Policy Board and it was suggested should be no more than 3-5 people. This committee could act as an additional bridge between the Policy Board and Coordinating Committee and could be more responsive to opportunities that present themselves and could provide approvals for smaller scale expenditures. It was also suggested that non-Policy Board members might be appointed to this kind of a committee.
- Utilize/modify, as needed, the Executive Committee of Policy Board to act on contracts when windows of opportunity are discovered and to improve nimbleness. It was suggested that a reconstituted Executive Committee could potentially act as the "super"/"sub" committee.

- Delegate authority to the Coordinating Committee, or another surrogate for approvals to spend up to $50k without explicit Policy Board approval (*once the Policy Board approves higher level, overall budget)*. Discussion indicated that there was general agreement of this concept amongst Board members. It was observed that recently MetroGIS has not always been able to fully spend its budget due to "contracting delays."

- Modify the Committee structure and activities to be bring more non-government interests into the fold in substantive ways and in so doing recapture the leadership role that has slipped in the past few years. With governments collaborating better, this would be a natural evolution of expanding collaboration throughout the *region.*

- Acknowledgment that two types of funding are involved to make progress with the types of collaboration solutions sought by MetroGIS:
  - Funding for administrative focused functions involved in fostering collaboration
  - Funding for specific projects.

  All concurred that partners/multiple funding sources should continue be sought for projects that have distinct deliverables (e.g., application development, imagery collection). Specific mention was made to seek out a public-private pilot with CB Richard Ellis to demonstrate value that could be created if they have an ability to "hang" their data on public parcel data records.

  The conversation was not definitive with regard to the fostering collaboration component. An argument was offered that it is appropriate for the Council to continue to wholly fund the foster collaboration component, given that the Council is generally viewed as the largest beneficiary of MetroGIS's efforts. Indeed, it was pointed out (by Rick Gelbmann) that Council has a business requirement for what MetroGIS does which is why they funded it in the first place. Others commented that efforts should be rekindled to investigate opportunities to bring more resources to the table. No specifics offered other than the counties believe their in-kind contributions of data and human resources are considerable.

- Continue the long-standing tradition of presenting a GIS technology demonstration at each Policy Board meeting. Indeed, Board members observed that continuing education on geospatial matters has been one of the most valuable functions of the Policy Board both personally and to the parent organizations of Board members.

- Clarify and/or refine the definition of "regional significance" to include projects with less than a full seven-county geographic extent, provided they comply with MetroGIS's "produce once and use many times" guiding principal. (E.g., if three counties develop an application or web service that could be used by others it *could* be considered "regionally significant".)

- Board members acknowledged that seeking further avenues for data dissemination – such as using commercial mapping tools like Google Maps – was worth investigating further.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5b

TO: Coordinating Committee

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

SUBJECTS: 2011 and 2012 MetroGIS Work Plans and "Foster Collaboration" Budgets

DATE: June 8, 2011 (Revised June 16)
            (For the Jun 23ʳᵈ Meeting)

REQUEST

The following actions are requested of the Coordinating Committee:
1) Endorse 2011 work plan refinements, focusing on $12,500 in project funding not yet committed.
2) Provide direction for development of the 2012 work plan and budget.

To ensure that all timing options are considered, staff suggests that the Committee begin discussing options for the 2012 work plan at this time and in concert with the discussion of refinements to work plan and budget for the remainder of 2011. Continued refinement of the 2012 work plan would occur at the Committee's September meeting. Committee refinements to the preliminary proposals offered herein will be incorporated into the proposals prior to consideration by the Policy Board July 20.

2011 ADOPTED WORK PLAN

The 2011 MetroGIS work plan, as refined by the Policy Board on April 20, 2011, follows:
1) Sustain traditional "foster collaboration" support activities
2) Complete Phase I (_focus on Information Needs_) Next-Generation MetroGIS Needs Assessment
3) Complete/Make Substantial Progress on Geospatial Commons Testbed (_jointly with MnGeo_)
4) Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (_See Attachment A for scope of work to enhance editing tool_)
5) Complete Quantify Public Value (QPV) Study (_time extension granted to April 29, 2012_)
6) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement
7) Co-Host GECCo Forum (**_Tentatively Third Quarter_**)
8) Investigate New Street Centerline Collaboration Model
9) Develop a Plan To Promote Broader Use of the U.S. National Grid in the Twin Cities
10) _(TBD project(s) following completion of Next-Generation MetroGIS Needs Assessment)_

Except for Items 7 and 10, work is in progress on each 2011 program objective. MetroGIS funding is no longer involved in the co-hosting of the proposed GECCo event this fall, resulting in a total of $12,500 not yet committed for 2011. Item 10 is the subject of the remainder of this report.

REFINE 2011 WORK PLAN AND BUDGET

The following candidate projects were identified during the Next-Generation Needs Assessment (Agenda Item 5a), previously identified needs, and direction received from the Policy Board on April 20. A brief overview of candidate project #3 (below) is provided in Attachment A. (_See the Agenda Item 5a report for the descriptions of the other candidates._) The candidates are listed _from highest to lowest priority,_ based upon information gleaned from the Needs Assessment. All funds must be expended before year-end. (A preliminary budget is presented Attachment B to assist the Committee decide if, when, and in what order to undertake these candidate projects along with other projects suggested for 2012 and 2013.)

1) Organizational Refinements To Improve Nimbleness   N/A
2) Prototype a process, which integrates Web 2.0 technology and face-to-face discussions, to act on identified enhancements to existing endorsed regional datasets   (N/A – _part of Needs Assessment_)
3) Create/prototype an Online Collaborative Space $ 2,500 ?
4) Enhance Prototype Address Points Editing Tool and move to Operational Status $10,000 ?
5) Develop Leadership Succession Plan $ N/A

15

Does the Coordinating Committee concur that:
1) The 5 projects above are the highest priority considerations for the remaining $12,500 in 2011?
2) The suggested priority ranking is appropriate?
3) Organizational refinements directed by the Board can be made with existing support resources?

PRELIMINARY 2012 AND 2013 WORK PLAN AND BUDGET

At the time of this writing time, an assumption was made that $57,900 will be available in both 2012 and 2013 for projects defined by MetroGIS. Current candidates for these projects follow, along with the *preliminary estimates* of cost (to be confirmed by RFP) and the suggested program year (*no relative importance is implied*). MetroGIS staff resources are not listed individually but are assumed to be involved in addition to funding listed. (See the preliminary budget in Attachment B to assist the Committee decide if, when, and in what order to undertake these candidate projects):

	2012	*2013*
Assume no Partner(s) To Share Committed 2012 Cost:		
• Feasibility Study - New Street Centerline Collaboration Model	$12,700	
Newly Defined Needs		
• Create/prototype an Online Collaborative Space	$5,000?	
• Demonstration - Conditional Sharing of Parcel Data with Non-gov't	$2,500 ?	
• Programming to Extract Parcel Attribute Data from County Systems	$7,500 ?	
• Project to "Push" Geospatial Data to Commercial Providers	$NA	
• Refresh/add Web 2.0 Functionality to MetroGIS website (*Phase I – Design*)	$5,000-10,000 ?	
Previously Identified Needs Postponed For Findings Of Needs Assessment:		
• Define Appropriate Organizational Structure to Accomplish Cost Sharing	$5,000?	
• Livelihood Scheme Analysis / Plan to Sustain Critical Competencies	$5,000?	
• Outreach Plan	$2,700?	
• Performance Metrics (Phase II)	$7,500?	
• Pursue Enhancements to Regional Datasets** / Services / Applications on Variety of Shared Needs Projects	$??	$40,000+

***Plans for enhancing the Regional Parcel and Street Centerline dataset to be accomplished in 2011 and 2012*

RECOMMENDATION

That the Coordinating Committee:
1) Recommend that the Policy Board ratify the Committee's suggested refinements to MetroGIS's 2011 work plan and budget (*responses to the three questions at top of page*).
2) Provide preliminary direction for development of a 2012 work plan and budget (*candidate uses, relative priority, staging, and estimated cost*). (Also topic at the September meeting)

Attachment A

Address Point Editing Tool / Populate Regional Address Point Dataset
– Testing Proposal -

Submitted by John Slusarczyk and Ben Verbick in collaboration with the MetroGIS Address Workgroup
June 8, 2011

At the most recent Address Workgroup meeting (May 11, 2011) it was agreed upon that completion of Phase 1 of the Regional Address Points Database project is a priority to the group. A subgroup was formed including Ben Verbick (LOGIS), John Slusarczyk (Anoka County) and several LOGIS member city staff (Oak Grove and Ramsey) to test the prototype Address Points Editing application developed by Applied Geographics. For testing purposes, the address points database and editing application will be hosted by LOGIS instead of Anoka County for security and IT reasons. After testing the prototype for 60 days, the subgroup will develop a scope of work and a list of application enhancements to be completed by year-end. A plan for hosting Version 2 of the application will be included in the plan as well. There is an estimated cost of $10,000 to complete Phase 1 of the project with an actual cost to be identified later in a RFP.

			Costs are Estimates - Need RFP to Validate		
		2011	2011	2012	2013
Main Activity	**Sub-Activity**	*Approved (4/20/2011)*	**Proposed Revisions**	**Preliminary**	**Preliminary**
Professional Services/Special Projects		*$57,900*	*$57,900*	*$57,900*	*$57,900*
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs				
	1) Regional GIS Projects (*2011 uses to be defined via needs assessment*)	*$12,500*			
	(a) Enhancements to Address Points Editing Tool (*Move from prototype to operational*)		$10,000		
	(b) Demonstration Program - Conditional Sharing of Parcel Data with Non-gov't (*develop legal documents*)			$2,500	
	(c) One-time Programming to Extract Parcel Attribute Data from County Systems			$7,500	
	(2) Feasibility Study - New Street Centerline Collaboration Model (*Contract in place October 2010*)	$10,400	$10,400	$12,700	
	(3) Refresh/add Web 2.0 Functionality to MetroGIS website (www.metrogis.org)		?	$10,000	
	(4) Create an Online Collaborative Space		$2,500	$5,000	
	(5) Project to "Push" Geospatial Data to Commercial Providers			Staff?	
	(6) Pursue Enhancements to X, Y, Z Regional Datasets / Services / Applications (*Define through TBD process*)				$42,900
	B. Organizational Development and Communication Projects				
	(1) Next Generation MetroGIS Needs Assessment (*Contract $35,000 in 2011 - included plan for parcel enhancement*)	*$35,000*	$35,000		
	(2) Performance Metrics (Phase II) (*Postponed for Results of Next Generation Needs Assessment*)	*TBD*	?	$7,500	$5,000
	(3) Organizationmal Refinements to Improvement Nimbleness		Staff?		
	(4) Livelihood Scheme Analysis / Plan to Sustain Critical Competencies (*postponed for Needs Assessment*)			$5,000	$10,000
	(5) Develop Leadership Succession Plan (*Postpone for Needs Assessment*)		Staff?		
	(6) Outreach Plan (*postponed for Needs Assessment Results*)			$2,700	
	(7) Define Appropriate Organizational Structure to Accomplish Cost Sharing on Variety of Shared Needs Projects			$5,000	
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (contract payments to counties per agreement)**	*$28,000*	*$28,000*	*$28,000*	*$28,000*
Outreach	**Brochure /Hand outs /Web domain registrations (www.metrogis and www.datafinder - $32/ea)**	*$100*	*$100*	*$100*	*$100*
		$86,000	*$86,000*	*$86,000*	*$86,000*
	Projects not listed because no funding from MetroGIS budget:				
	- Quantify Public Value Study - $50,000 NSDI CAP Grant				
	- Street Centerline Data Sharing Agreement - Funded by the Metropolitan Council from another source				
	- Testing of Geosptial Commons - Joint Project with MnGeo with voluntary support				

MetroGIS

Agenda Item 5c

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Todd Graham, Metropolitan Council, Principal Forecaster and Project Manager
MetroGIS Support Contact: Randall Johnson (651-602-1638)

SUBJECT: Corridors of Opportunity (COO) Initiative – Scenario and Visualization Tools

DATE: May 19, 2011
(For Jun 23rd Meeting)

INTRODUCTION

Todd Graham is the project manager for the Scenario and Visualization Tools subproject of the Twin Cities Corridors of Opportunity Initiative. He has been invited to provide a progress update to the Coordinating Committee on Scenario and Visualization Tools subproject. In his comments, he has been encouraged to identify data gaps and any other issues he is having meeting the objectives of the visualization component, in particular, issues involving GIS technology that Committee members may have experience addressing.

Mr. Graham is also hoping there are Committee members who have experience with and perspective on current-generation scenario visualization tools for urban design and planning support that they would be willing to share.

OVERVIEW OF CORRIDORS OF OPPORTUNITY (COO) INITIATIVE

"Corridors of Opportunity" is an initiative to promote sustainable, vibrant, and healthy communities in the Twin Cities region, using the region's emerging transitway system as a development focus. The initiative runs from 2011 through 2013. It is financed with a $5 million HUD grant and nearly $16 million in grants and loans provided by the Living Cities collaborative. See the attached fact sheet for more information

SCENARIO AND VISUALIZATION SUBPROJECT

Purpose: Equip and prepare transit corridor initiatives to better use scenario and visualization tools technology in community engagement and participatory urban design. Our target audiences and customers are planners, community leaders and community-based organizations in five future transit corridors.

Advisory Team: An advisory team has been created, which includes organizations represented on the COO policy board and also two GIS specialists. The advisory team is assisting in the project's outreach to target audiences and potential adopters of the technology.

Work Plan The Metropolitan Council has published the work plans for HUD-funded Regional Sustainability work online at http://www.metrocouncil.org/planning/COO/CoODetailedProjectWorkPlans.pdf. Skim down to pages 18-24 = Scenario and Visualization Tools project work plan. (Don't print the whole document. It's mammoth.)

RECOMMENDATION

No action requested. Committee members are encouraged to share their knowledge with Mr. Graham about the following topic areas to help him better to accomplish outcomes for which he is responsible:

- Additional ways that GIS technology might be leveraged,
- Data gaps that might be addressed,
- Current generation urban planning decision support systems

Corridors of Opportunity

What is it?

"Corridors of Opportunity" is an initiative to promote sustainable, vibrant, and healthy communities in the Twin Cities region, using the region's emerging transitway system as a development focus. The initiative, which will run from 2011 through 2013, has two funding sources:

> **Corridors of Opportunity Vision**
> *Transitway corridors will guide our region's growth, vitality, and competitiveness. Development along transitways will create distinctive places and strengthen local assets while increasing ridership and expanding access to jobs, affordable housing, and essential services for residents of all incomes and backgrounds.*

- Sustainable Communities Regional Planning Grant from the U.S. Department of Housing and Urban Development (HUD): **$5 million.** The lead Agency is the Metropolitan Council.
- Living Cities, a collaboration of 22 of the nation's largest foundation and financial institutions: **nearly $16 million**. The lead Agency is the St. Paul Foundation.
  - $2.77 million in grants (made by the St. Paul Foundation)
  - $10 million in commercial loans (through LISC – the Local Initiatives Support Corporation)
  - $3 million in flexible, low-cost loans to support charitable activity ($2.3 million through the Twin Cities Community Land Bank and $700,000 through the Neighborhood Development Center)

Expanding the transit system is a foundation for connecting and growing the region. True success will depend on how well the new transit system creates opportunities for the region as a whole, while unlocking opportunities for those with the greatest need.

"Corridors of Opportunity" funds projects in 7 corridors within the system of existing and planned transitways in the region: Southwest LRT, Bottineau Transitway, Gateway Corridor, Cedar Avenue BRT, Central Corridor, Hiawatha LRT, and Northstar Commuter Rail.
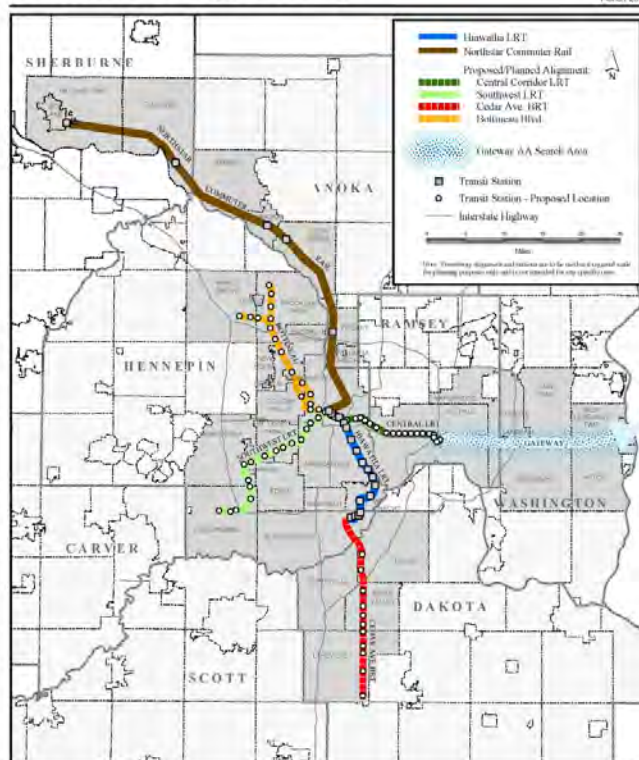
What will it accomplish?

- Develop a new model for transitway development by aligning transit planning and engineering with land use planning, affordable housing, workforce development and economic development
- Engage historically under-represented communities in transitway planning and decision-making
- Use transitway development to expand access to jobs and affordable housing, particularly for low-income populations and people of color
- Enhance the region's ability to compete in a global economy
- Secure and align public, philanthropic, and private resources to attract robust private investment to the vision
- Accelerate expansion of the transit system
- Incorporate lessons learned from this approach to transitway planning into the Regional Plan for Sustainable Development

What activities are being funded with "Corridors of Opportunity" resources?

- Creating and preserving 400–600 units of transit-accessible affordable housing (rental and owner-occupied) along the Central, Hiawatha, and Southwest LRT corridors.
- Providing a combination of technical assistance, façade improvement grants and new loans to support small businesses located along transit corridors.
- Building capacity among community organizations in order to develop leaders and find new ways to engage underrepresented populations.
- Creating robust strategies for transit-oriented development (TOD) within existing and planned transitways in the region.
- Piloting 4 sustainable development demonstration projects along the Central Corridor to inform the future development of other transitways, such as Southwest LRT.
- Undertaking studies of policy tools and programs to advance sustainability and livability in the region.

Who are the partners?

Representatives from the following organizations serve on the Corridors of Opportunity Policy Board:

- Central Corridor Funders Collaborative
- City of Minneapolis
- City of St. Paul
- Counties Transit Improvement Board
- Family Housing Fund
- Hennepin County
- The Itasca Project
- Local Initiatives Support Corporation (LISC)
- The McKnight Foundation
- Metropolitan Consortium of Community Developers
- Metropolitan Council
- Minnesota Housing
- Neighborhood Development Center
- Ramsey County

- Regional Council of Mayors
- The Saint Paul Foundation
- Twin Cities Community Land Bank
- Urban Land Institute of Minnesota

Evaluation Team, led by:
- Metropolitan Council
- University of Minnesota
- Wilder Research

Community Engagement Team, led by:
- Alliance for Metropolitan Stability
- Minnesota Center for Neighborhood Organizing
- Nexus Community Partners

For More Information

Visit the Corridors of Opportunity website: www.metrocouncil.org/planning/COO/index.htm
Here you can find meeting agendas and minutes, presentations, and other materials about the program.

To learn more or get involved, please contact Mary Kay Bailey or Allison Brummel:

Corridors of Opportunity/Living Cities Integration Initiative
Mary Kay Bailey, Project Director
The St. Paul Foundation
mkb@stpaulfoundation.org
651.325.4234 (office)
651.315.1478 (mobile)

Corridors of Opportunity/HUD Regional Planning Grant
Allison Brummel, Project Manager
Metropolitan Council
allison.brummel@metc.state.mn.us
651.602.1363 (office)
267.973.7912 (mobile)

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO:　　　　Coordinating Committee

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

SUBJECT:　GIS Technology Demonstration Topic – July Policy Board Meeting

DATE:　　　June 8, 2011
　　　　　　　　(For Jun 23rd Meeting)

INTRODUCTION

For the July 2011 Policy Board meeting, the Committee is asked to confirm its previous selection of the demonstration candidate entitled "*GIS Web Viewer - Exploring and Discovering Recreational Opportunities*".

PRIOR COMMITTEE ACTION

At its March 24th meeting, the Committee agreed on the following GIS Technology Demonstration topics for the remaining Policy Board meetings in 2011:

April:　　Scott County – Collaborative Internet Application for Road Closures.　*Presenter – Jim Bunning*

July　　　GIS Web Viewer - Exploring and Discovering Recreational Opportunities – *Presenters - Matt Koukol (Ramsey County), Peter Henschel (Carver County) and Brian Fisher (Houston Engineering).*
　　　　　Overview: Demonstrate GIS Web Viewers under development for Ramsey, Carver, Scott and Anoka Counties, with assistance from Houston Engineering. The viewers' focus is around "Exploring and Discovering" Recreation opportunities within each respective community. An attempt is also being made to promote Active Living and Healthy eating. All the applications were developed with ESRI ArcGIS Server and the Silverlight API. They also all have a similar look and feel and use a common data model.

October:　TIES Efforts To Foster Greater Use Of GIS Technology By Metro Area School Districts – *Presenter-Dick Carlstrom (TIES) and possibly Policy Board member Dan Cook (TIES).*
　　　　　Overview: Demonstrate how GIS technology and regional data solutions (parcels, street centerlines, city/county boundaries, etc) are being used across TIES' membership districts for enrollment projections, school boundary determination and other applications.

ANOTHER CANDIDATE

Chairperson Wakefield attended a presentation on June 8 by Brendon Slotterback, who talked about concept of "location efficiency"- describing places that maximize investments in public infrastructure while locating people close to other amenities. See the Reference Section for more information about this topic.

Quoting Chairperson Wakefield "… During the presentation, Brendon plugged MetroGIS often – all of the data used in the analysis was made available via MetroGIS and he identified some data needs as well. Given that HUD is now using these criteria to score grant applications and location efficiency is becoming more accepted as a planning criteria coupled with the fact that this analysis was built using MetroGIS data I thought it might make a good presentation for the policy board. This is *the* trend of the future among the land use planning wonks."

PREVIOUS PRESENTATIONS

See the listing on the following page.

RECOMMENDATION

That the Committee is asked to confirm if it wishes to pursue its previous selection of the candidate entitled "*GIS Web Viewer - Exploring and Discovering Recreational Opportunities*" to be the technology demonstration topic for the July 2011 Policy Board meeting.

REFERENCE SECTION

Message from Sally Wakefield
Date: June 8, 2011

Randy,

I just attended a Twin Cities Research Group (TCRG) brown bag presentation based on a GIS based regional analysis of areas that would meet location criteria for sustainable design developments or LEED-ND criteria. The buzzword these days is "location efficiency" and as a geographer I love that term. It describes places that maximize investments in public infrastructure while locating people close to other amenities and, in this case, avoiding sensitive ecological areas. The analysis was presented by Brendon Slotterback. If you don't know Brendon he is a land use planner, currently with Hennepin County but has worked for Dakota, Bonestroo and the U of M. Todd Graham helps to organize TCRG presentations and was today's host/moderator.

During the presentation Brendon plugged MetroGIS often – all of the data used in the analysis was made available via MetroGIS and he identified some data needs as well. Given that HUD is now using these criteria to score grant applications and location efficiency is becoming more accepted as a planning criteria coupled with the fact that this analysis was built using MetroGIS data I thought it might make a good presentation for the policy board. This is ***the*** trend of the future among the land use planning wonks.

Here is a link to Brendon's website that includes the resultant map: http://netdensity.net/leed-nd-and-regional-planning/ though I don't see the PowerPoint there, he does provide information about the analysis. As a regional planning wonk he does make some policy recommendations at the end of his presentation that may ruffle some feathers so it would be important to be sensitive to that. It is a powerful analysis and though most places identified are in the core metro, there are places in each county that "score" highly as well, and more that could maximize "location efficiency" if more density were allowed. The presentation itself should be posted here soon: http://tech.groups.yahoo.com/group/TCRG/files/Monthly%20Brown%20Bag%20Presentations/

I would be glad to talk more if you think might hold interest for the CC or PB. I believe it would be of great interest to the Policy Board.

Sally

***PAST* POLICY BOARD GIS TECHNOLOGY DEMONSTRATION TOPICS**

- Apr 2011   Scott County – Collaborative Internet Application for Road Closures
- Jan 2011   LOGIS's gGov Application
- Oct 2010   Emergency response maps consistent across jurisdictions, based on U.S. National Grid
- Jul 2010   Multi-county collaboration for public access property information application
- Apr 2010   Coordinated Data Management via Internet - Council and Counties
- Jan 2010   How Use of Shared Web Services is Improving Organizational Efficiencies
- Oct 2009:   Red River Valley Flood Response
- Jul 2009:   LOGIS –Improving Service Delivery through Collaborative GIS Programs
- Apr. 2009:   Safe Road Map Project – University of Minnesota Connection
- Jan. 2009:   Twin Cities Economic Development Website
- Oct. 2008   Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008:   Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008:   Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008:   GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007:   Metropolitan Mosquito Control District's Web Application
- Jul. 2007:   Metropolitan Council's new "Maps" Web site
- Apr. 2007   Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007:   Effective Decisions Through Effective Data Distribution
- Oct. 2006:   M3D Internet Application
- Jul. 2006:   State Geospatial Architecture
- Apr. 2006:   Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006:   *No presentation*
- Oct. 2005:   Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005:   Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005:   How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005:   Regional Mailing Application
- Oct. 2004:   Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004:   City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004:   Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004:   Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003:   GASB34 – GIS Technology's Relevance
- Jul. 2003:   Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003:   Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003:   Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002:   Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002:   MetroGIS DataFinder Café Rollout
- Mar. 2002:   Presentations from each metro county regarding their respective GIS programs
- Jan. 2002:   GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001:   TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001:   DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café)*
- Apr. 2001:   LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001:   Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000:   North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000:   DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000:   Regional Parcel Dataset (Version 1)
- Jul. 1999:   Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999:   North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998:   Orthoimagery and its Uses
- Sep. 1998:   DataFinder and Dakota County's Parcel Query Application
- Jan. 1997:   Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

Meeting Summary
MetroGIS Coordinating Committee
Metropolitan Counties Government Building
June 23, 2011

1. CALL TO ORDER
Chairperson Wakefield called the meeting to order at 1:05 p.m. She asked the members and others in attendance to introduce themselves.

Members Present: Bob O'Neil (Metro Cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Peter Henschel (Carver), Gary Swenson (Hennepin), Jim Bunning (Scott); Matt Koukol (Ramsey), David Brandt (Washington); Randy Knippel (Dakota); *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), and Nancy Read (Metropolitan Mosquito Control District); *Schools*: Dick Carlstrom; *Non-Profits*: Sally Wakefield (Envision Minnesota), *Special Expertise*: Brad Henry (U of M) and Ben Verbick (LOGIS), *State*: Fred Logman (MnGeo) and Joella Givens (MN/DOT); *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker, Capital Region Watershed District.

Members Absent: *Academic:* Francis Harvey; *Cities: Non-Profits*: Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits); *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board, Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and *State*: Tim Loesch (DNR).

Open Seats: *Business Geographics and Cities* (Metro Cities)

Support Staff: Randall Johnson and Mark Kotz, MetroGIS Staff Support Team,

Visitors: Policy Board Member Maluchnik (Carver County)

2. ACCEPT AGENDA
Member Bitner moved and Member Henry seconded to approve the agenda as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY
Member Verbick moved and Member Bitner seconded to approve the March 24, 2011 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL POLICY BOARD MEETING
Chairperson Wakefield asked if the members had any questions about the material presented in the packet. None were asked.

5. ACTION AND DISCUSSION ITEMS
a) Next Generation MetroGIS Needs Assessment – Draft Final Recommendations
Michael Terner, with AppGeo and lead support for this project, was introduced by the Staff Coordinator. He joined the Committee meeting via the Internet and phone line.

Terner began his presentation with a brief overview of the objectives of the Next Generation MetroGIS Needs Assessment. He then presented two recommended actions for each of the three major summary categories of needs identified at the previous Committee meeting (1. Communication and Collaboration, 2. Data, and 3. Organizational). Terner's recommendations addressed a "need" and an "opportunity" in each of these three major categories. The members were encouraged to ask questions about any aspects of these recommendations that they were not clear on in preparation for a ranking exercise planned as part of the Agenda Item 5b. The ensuring discussion is summarized as follows:

Comments that apply to all three major summary categories:

- Committee members concurred that each recommendation addresses an important need. No other options were offered.
- Each of the scopes was deemed a reasonable and doable.
- The finalize project scopes should include a project description (charter) describing project importance and the specific outcomes to be sought.

1) Communication and Collaboration:
   - Revamp informational website
   - Social media Committee and Collaboration Forum

   The discussion about the collaborative forum began with question to Mark Kotz regarding the status of incorporating social media/Web 2.0 tools into the design of the proposed Geospatial Commons. He noted that although the primary focus has been on addressing a stakeholder preference to have one place to go to find out who is doing what. Web 2.0 tools have been discussed but are a low priority at the present time.

   Terner commented that he and his assistant had spent a fair amount of time on the MetroGIS information website and found it to be cumbersome and does not take advantage of current technology. He encouraged MetroGIS to treat this site as our calling card and increase its importance as a corporate asset.

   Desired Outcomes: The group concurred that a design requirement should be support of distributed editing by multiple participants from their respective systems. Terner offered that this requirement is doable offering an option referred to as "crosslinks" and another that works by granting "edit" privileges for a "branch" of the website, in addition to staff. The revised site should also help Committee members better represent their constituencies by providing an interactive web presence that offers stakeholders a "real 'time opportunity to share their needs, share opportunities for lowering the cost of doing business across the region, and inform themselves about collaborative opportunities.

2) Data:
   - Identify required improvements to regional solutions
   - Plan for development of regional, base map title service

   All concurred with Terner's comment that GIS is IT and that IT changes rapidly and the need to turn data into more user friendly products, such as web services.

   Desired Outcomes: The process to identify improvements needs to provide a means to continuously monitor changing stakeholder needs, allow important needs, suitable for collaborative solutions, to become apparent. The current system of evaluating need for improvement on a set cycle is no longer adequate. The new system also needs to be help MetroGIS leadership decide what is more important –small changes to established solutions verses pursuing new solutions. The new system also needs to build on the current system in which roles and responsibilities are defined (who does what) but also effectively monitor user satisfaction with the carrying out of these responsibilities.

   Three types of data were data were noted by the Terner: 1) that with a local authoritative source, 2) federal/state produced data which can be used as a base to improve upon, and 3) data which represent a snap shot in time (e.g., imagery, LiDAR) which must be redone to update.

The members concurred that the new system should incorporate the idea that geospatial data represent two broad types of objects: 1) physical objects (street signs, roads, bridges, buildings, etc.), which are candidates for crowd sourced updating and 2) invisible/

conceptual objects (e.g., street centerlines, jurisdictional boundaries) which require authoritative sources.

The members also concurred that the process should, as in the past, involve defining a "wish" list from which a "to do" list is generated. To make the "to do" list a finding would continue to be made that the required resources (funding, equipment, and human resources- support and advocacy) exist. In addition, the next-generation process should also include a listing of desirable projects which do not qualify for the "to do" list but which MetroGIS would serve as the as the advocate to secure the required resources.

Lastly, "pushing" data to provide providers will require an understanding of commercial licensing restrictions.

3) Organizational:
- Streamline MetroGIS process to make organization more nimble
- Pursue a public-private partnership

    Desired Outcomes: Two types of organizational changes are needed – a) improve operational efficiencies and 2) define a process to monitor and adjust strategic direction, which actively involves industry leaders to advise the Policy Board. In addition, the definition of the term "regional significance" should be revisited to ensure that important opportunities are not being inadvertently overlooked, in particular involving Research and Development focused projects. Seek out opportunities for bi-lateral (cross sector) data sharing and document the lessons learned and how the experience creates public value.

    Authorization: The Committee authorized the Staff Coordinator, together with the Chair and Vice Chair, to craft an amendment to the Operating Guidelines that addresses the general outcomes defined above for presentation to the Policy Board at its July meeting. Motion carried, ayes all.

Editor's note: The following process requirements preceded the project recommendation in the agenda report presented to the Coordinating Committee. No mention was made of any issue with these requirements; therefore, they are included with the specific project recommendations:

"Each of the following suggested projects would begin with an evaluation of: 1) all related past MetroGIS actions focusing in what worked well and what did not work as well as had been hoped for, and 2) needs and preferences of the current stakeholder/user community. Additionally, solutions will not be complete until an evaluation of organizational capabilities has been conducted and a willing entity with sufficient operating capacity has accepted responsibility for support."

b) **2011 Work Plan Refinements and Direction for the 2012 Work Plan**
Staff Coordinator Johnson introduced Mark Kotz who was asked to conduct a paired comparison exercise to rank the importance of each of the candidate projects identified in the previous agenda item (green). Johnson also informed the group that previously approved but postponed projects (brown) were included in the draft listing. Kotz began the exercise with several questions designed to clarify the members' preferences and understand of the candidate projects. The results follow. Work on the Outreach Plan to define outcomes for the Website redesign and social media projects. Work on Identify Improvements to Regional Solutions to be accomplished under the current AppGeo Needs Assessment contract.

Priority	Item	Estimate of Cost/when	Count

1	**Redesign & Re-Launch MetroGIS Web-site & social media**	2012 (5-10K)	11111111
1	**Identify Improvements to Regional Solutions**	$12K / Immediately	11111111
1	**Create Outreach Plan**	$0-staff / Aug.	11111111
4	**Implement Address Points Editing Tool**	$10K / soon if sole source?	111111
5	**Streamline MetroGIS Processes (Guidance Committee, Nimble)**	$0, staff / July	11111
6	**Have Regional Base Map Services (push, pull, etc)**	$??	1111
7	**Pursue Public Private Partnership**		111
8	**Define Organizational Structure for Cost Sharing Across Sectors**		11
9	**Develop Leadership Succession Plan**		1
10	**Develop Performance Metrics**		

Motion: Alternate member Logman moved and Bitner seconded to authorize the Staff Coordinator, together with the Chair and Vice Chair, to craft a budget for the remainder of 2011 to present to the Policy Board at its July meeting based upon the priority preferences defined in the above described exercise resource availability subject to sharing it for comment with the Committee. Motion carried, ayes all.

Motion: Read moved and Bitner seconded to direct staff to add a category to the budget named "discretionary project funds for regionally significant initiatives" involving a small amount of funding (e.g., $5,000) that can be committed by the Staff Coordinator. Motion carried, ayes all.

c) Scenario and Visualization Tools – Corridors of Opportunity Initiative
Table to the September meeting due to lack of time.

d) GIS Demonstration for July Policy Board Meeting
Members Koukol Henschel confirmed that they are prepared to present the topic "*GIS Web Viewer – Exploring and Discovering Recreational Opportunities*" at the July Policy Board meeting. The Committee confirmed its earlier selection of this topic for the July meeting.

6. MAJOR PROJECT UP-DATES
No comments offered.

7. INFORMATION SHARING
No comments offered.

8. NEXT MEETING
The next meeting of the Coordinating Committee is scheduled for Thursday, September 22, 2011.

9. ADJOURN
The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS   **Coordinating Committee**

Cooperation, Coordination, Sharing Geographic Data

Thursday, September 22, 2011
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)
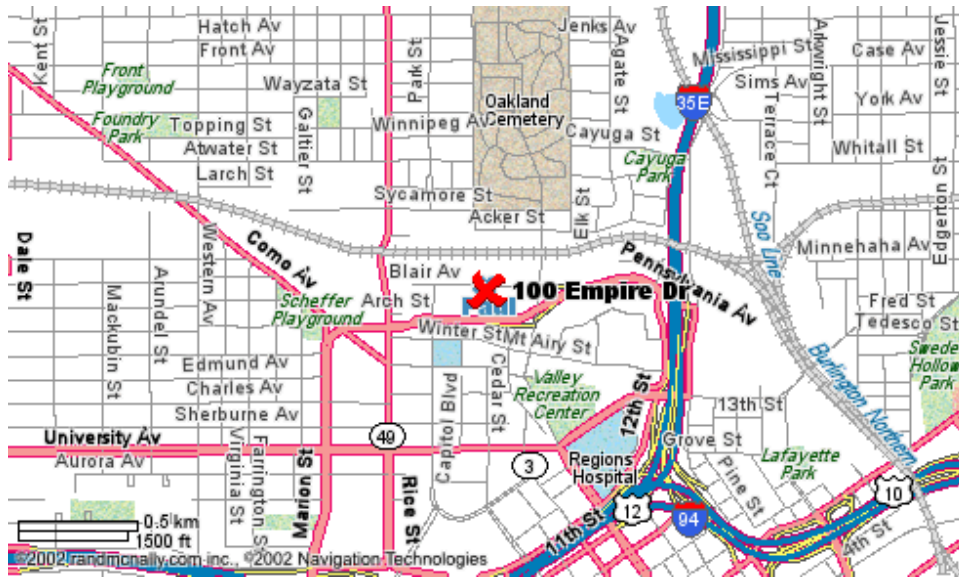
1:00 to 3:30 p.m. (*extend if needed***)**
See directory in lobby for meeting room location

AGENDA

*********************** *Following Reports Distributed Only Via MetroGIS Website* ***********************

7. **Major Project Updates:**
   a) Sustain Implemented Solutions - Upgrade of DataFinder Platform
   b) Develop Process to Identify Desired Enhancements to Regional Solutions
   c) Redesign and Relaunch MetroGIS Website /
       On-line Collaboration Forum / Outreach/Communication Plan (*Phase I – Strategic Objectives*)
   d) Address Points Editing Tool Development & Regional Address Point Dataset Implementation
   e) Next-Generation Maintenance Model for Regional Street Centerline Data
   f) Next-Generation Regional Parcel Data Agreement
   g) Quantifying Public Value (QPV) of Geospatial Commons Study & Documenting
       Benefits & Organizational Structure for Cross Sector, Shared Power Environment
   h) Performance Measures – (*Phase II on hold for QPV Study*)
   i) Regional Policy Statements – *Best Image and Geocoder Services*
   (aa) Minnesota Geospatial Commons (*Collaboration between MnGeo and MetroGIS*)
   (bb) GECCo Event (*Streamlining Data Access for Emergency Responders*)
   (cc) Achieve Broader Use of National Grid

8. **Information Sharing:**
   a) September MGAC Meeting
   b-d) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates

9. **Next Meeting**
   December 15, 2011

10. **Adjourn**

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 for more information

Meeting Summary
MetroGIS Coordinating Committee
Metropolitan Counties Government Building
June 23, 2011

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:05 p.m. He asked the members and others in attendance to introduce themselves.

Members Present: Bob O'Neil (Metro Cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Peter Henschel (Carver), Gary Swenson (Hennepin), Jim Bunning (Scott); Matt Koukol (Ramsey), David Brandt (Washington); Randy Knippel (Dakota); *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), and Nancy Read (Metropolitan Mosquito Control District); *Schools*: Dick Carlstrom; *Non-Profits*: Sally Wakefield (Envision Minnesota), *Special Expertise*: Brad Henry (U of M) and Ben Verbick (LOGIS), *State*: Fred Logman (MnGeo) and Joella Givens (MN/DOT); *Utilities*: Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations*: Melissa Baker, Capital Region Watershed District.

Members Absent: *Academic:* Francis Harvey; *Cities: Non-Profits*: Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits); *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board, Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and *State*: Tim Loesch (DNR).

Open Seats: *Business Geographics and Cities* (Metro Cities)

Support Staff: Randall Johnson and Mark Kotz, MetroGIS Staff Support Team,

Visitors: Policy Board Member Maluchnik (Carver County)

2. ACCEPT AGENDA

Member Bitner moved and Member Henry seconded to approve the agenda as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Verbick moved and Member Bitner seconded to approve the March 24, 2011 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL POLICY BOARD MEETING

Chairperson Wakefield asked if the members had any questions about the material presented in the packet. None were asked.

5. ACTION AND DISCUSSION ITEMS

a) Next Generation MetroGIS Needs Assessment – Draft Final Recommendations

Michael Terner, with AppGeo and lead support for this project, was introduced by the Staff Coordinator. He joined the Committee meeting via the Internet and phone line.

Terner began his presentation with a brief overview of the objectives of the Next Generation MetroGIS Needs Assessment. He then presented two recommended actions for each of the three major summary categories of needs identified at the previous Committee meeting (1. Communication and Collaboration, 2. Data, and 3. Organizational). Terner's recommendations addressed a "need" and an "opportunity" in each of these three major categories. The members were encouraged to ask questions about any aspects of these recommendations that they were not clear on in preparation for a ranking exercise planned as part of the Agenda Item 5b. The ensuring discussion is summarized as follows:

Comments that apply to all three major summary categories:

- Committee members concurred that each recommendation addresses an important need. No other options were offered.
- Each of the scopes was deemed a reasonable and doable.
- The finalize project scopes should include a project description (charter) describing project importance and the specific outcomes to be sought.

1) Communication and Collaboration:
   - Revamp informational website
   - Social media Committee and Collaboration Forum

   The discussion about the collaborative forum began with question to Mark Kotz regarding the status of incorporating social media/Web 2.0 tools into the design of the proposed Geospatial Commons. He noted that although the primary focus has been on addressing a stakeholder preference to have one place to go to find out who is doing what. Web 2.0 tools have been discussed but are a low priority at the present time.

   Terner commented that he and his assistant had spent a fair amount of time on the MetroGIS information website and found it to be cumbersome and does not take advantage of current technology. He encouraged MetroGIS to treat this site as our calling card and increase its importance as a corporate asset.

   Desired Outcomes: The group concurred that a design requirement should be support of distributed editing by multiple participants from their respective systems. Terner offered that this requirement is doable offering an option referred to as "crosslinks" and another that works by granting "edit" privileges for a "branch" of the website, in addition to staff. The revised site should also help Committee members better represent their constituencies by providing an interactive web presence that offers stakeholders a "real 'time opportunity to share their needs, share opportunities for lowering the cost of doing business across the region, and inform themselves about collaborative opportunities.

2) Data:
   - Identify required improvements to regional solutions
   - Plan for development of regional, base map title service

   All concurred with Terner's comment that GIS is IT and that IT changes rapidly and the need to turn data into more user friendly products, such as web services.

   Desired Outcomes: The process to identify improvements needs to provide a means to continuously monitor changing stakeholder needs, allow important needs, suitable for collaborative solutions, to become apparent. The current system of evaluating need for improvement on a set cycle is no longer adequate. The new system also needs to be help MetroGIS leadership decide what is more important –small changes to established solutions verses pursuing new solutions. The new system also needs to build on the current system in which roles and responsibilities are defined (who does what) but also effectively monitor user satisfaction with the carrying out of these responsibilities.

   Three types of data were data were noted by the Terner: 1) that with a local authoritative source, 2) federal/state produced data which can be used as a base to improve upon, and 3) data which represent a snap shot in time (e.g., imagery, LiDAR) which must be redone to update.

The members concurred that the new system should incorporate the idea that geospatial data represent two broad types of objects: 1) physical objects (street signs, roads, bridges, buildings, etc.), which are candidates for crowd sourced updating and 2) invisible/

conceptual objects (e.g., street centerlines, jurisdictional boundaries) which require authoritative sources.

The members also concurred that the process should, as in the past, involve defining a "wish" list from which a "to do" list is generated. To make the "to do" list a finding would continue to be made that the required resources (funding, equipment, and human resources- support and advocacy) exist. In addition, the next-generation process should also include a listing of desirable projects which do not qualify for the "to do" list but which MetroGIS would serve as the as the advocate to secure the required resources.

Lastly, "pushing" data to provide providers will require an understanding of commercial licensing restrictions.

3) Organizational:
- Streamline MetroGIS process to make organization more nimble
- Pursue a public-private partnership

Desired Outcomes: Two types of organizational changes are needed – a) improve operational efficiencies and 2) define a process to monitor and adjust strategic direction, which actively involves industry leaders to advise the Policy Board. In addition, the definition of the term "regional significance" should be revisited to ensure that important opportunities are not being inadvertently overlooked, in particular involving Research and Development focused projects. Seek out opportunities for bi-lateral (cross sector) data sharing and document the lessons learned and how the experience creates public value.

Authorization: The Committee authorized the Staff Coordinator, together with the Chair and Vice Chair, craft an amendment to the Operating Guidelines that addresses the general outcomes defined above for presentation to the Policy Board at its July meeting. Motion carried, ayes all.

Editor's note: The following process requirements preceded the project recommendation in the agenda report presented to the Coordinating Committee. No mention was made of any issue with these requirements; therefore, they are included with the specific project recommendations:

"Each of the following suggested projects would begin with an evaluation of: 1) all related past MetroGIS actions focusing in what worked well and what did not work as well as had been hoped for, and 2) needs and preferences of the current stakeholder/user community. Additionally, solutions will not be complete until an evaluation of organizational capabilities has been conducted and a willing entity with sufficient operating capacity has accepted responsibility for support."

b) 2011 Work Plan Refinements and Direction for the 2012 Work Plan
Staff Coordinator Johnson introduced Mark Kotz who was asked to conduct a paired comparison exercise to rank the importance of each of the candidate projects identified in the previous agenda item (green). Johnson also informed the group that previously approved but postponed projects (brown) were included in the draft listing. Kotz began the exercise with several questions designed to clarify the members' preferences and understand of the candidate projects. The results follow. Work on the Outreach Plan to define outcomes for the Website redesign and social media projects. Work on Identify Improvements to Regional Solutions to be accomplished under the current AppGeo Needs Assessment contract.

Priority	Item	Estimate of Cost/when	Count
1	Redesign & Re-Launch MetroGIS Web-site & social media	2012 (5-10K)	11111111
1	Identify Improvements to Regional Solutions	$12K / Immediately	11111111
1	Create Outreach Plan	$0-staff / Aug.	11111111
4	Implement Address Points Editing Tool	$10K / soon if sole source?	111111
5	Streamline MetroGIS Processes (Guidance Committee, Nimble)	$0, staff / July	11111
6	Have Regional Base Map Services (push, pull, etc)	$??	1111
7	Pursue Public Private Partnership		111
8	Define Organizational Structure for Cost Sharing Across Sectors		11
9	Develop Leadership Succession Plan		1
10	Develop Performance Metrics		

Motion: Alternate member Logman moved and Bitner seconded to authorize the Staff Coordinator, together with the Chair and Vice Chair, to craft a budget for the remainder of 2011 to present to the Policy Board at its July meeting based upon the priority preferences defined in the above described exercise resource availability subject to sharing it for comment with the Committee. Motion carried, ayes all.

Motion: Read moved and Bitner seconded to direct staff to add a category to the budget named "discretionary project funds for regionally significant initiatives" involving a small amount of funding (e.g., $5,000) that can be committed by the Staff Coordinator. Motion carried, ayes all.

c) Scenario and Visualization Tools – Corridors of Opportunity Initiative
Table to the September meeting due to lack of time.

d) GIS Demonstration for July Policy Board Meeting
Members Koukol Henschel confirmed that they are prepared to present the topic "*GIS Web Viewer – Exploring and Discovering Recreational Opportunities*" at the July Policy Board meeting. The Committee confirmed its earlier selection of this topic for the July meeting.

6. MAJOR PROJECT UP-DATES
No comments offered.

7. INFORMATION SHARING
No comments offered.

8. NEXT MEETING
The next meeting of the Coordinating Committee is scheduled for Thursday, September 22, 2011.

9. ADJOURN
The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Highlights - July 2011 Policy Board Meeting

DATE: August 9, 2011
                  (For the Sept 23rd Meeting)

The following **major** topics were considered / acted on by the Policy Board on July 20th. Refer to the meeting minutes for information about each item and other topics considered by the Board.

1. **2011 MetroGIS Work Plan and Budget Refinements**

   A revised 2011 work plan and budget were adopted as recommended by the Coordinating Committee.

2. **Amend Operational Guidelines – Create Strategic Steering Committee and Modify Rules for Executive Committee of the Policy Board**

   The Policy Board considered two suggestions to improve MetroGIS's nimbleness.
   a) Create a new Strategic Steering Committee that would be expressly charged with advising the Policy Board on strategy direction.

      Board action: After a wide-ranging discussion, the Board concluded that a Strategic Steering Committee should not be created. Rather, the Board decided that emphasis should be put on implementing an on-line collaboration environment to build upon and integrate with the Coordinating Committee. The Board's vision is to create a collaborative environment through which individuals, including Committee members, can self-organize into communities of interest and share values and needs. In so doing, MetroGIS leadership would be able to continuously monitor emerging stakeholder needs and modify strategic direction, accordingly.

   b) To improve timeliness, modify the guidelines that govern the Executive Committee of the Policy Board to authorize it to both authorize projects and modify project funding up to $50,000.

      Board action: Modified changes suggested in the staff report and directed the Committee to hold the first reading and forward to the Board for final approval at the Board's October meeting. (See Agenda Item 6a, in the September 22 Committee meeting packet for more information).

3. **State Government Shutdown – Impacts and Opportunities**

   All agreed that from this point on, custodial roles and responsibilities for regional solutions must include a plan to ensure access is lost to the primary dataset, service, or application. (See Agenda Item 6f, in the September 22 Committee meeting packet for more information).

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Todd Graham, Metropolitan Council, Principal Forecaster and Project Manager
             MetroGIS Support Contact: Randall Johnson (651-602-1638)

SUBJECT: Corridors of Opportunity (COO) Initiative – Scenario and Visualization Tools

DATE: May 19, 2011   **POSTPONED FROM JUNE MEETING**
             (For Jun 23rd Meeting)

INTRODUCTION

Todd Graham is the project manager for the Scenario and Visualization Tools subproject of the Twin Cities Corridors of Opportunity Initiative. He has been invited to provide a progress update to the Coordinating Committee on Scenario and Visualization Tools subproject. In his comments, he has been encouraged to identify data gaps and any other issues surrounding visualization, in particular, issues involving GIS technology that Committee members may have experience addressing.

Committee members are invited to share their experience with and perspective on current- generation scenario visualization tools for urban design and planning support.

OVERVIEW OF CORRIDORS OF OPPORTUNITY (COO) INITIATIVE

"Corridors of Opportunity" is an initiative to promote sustainable, vibrant, and healthy communities in the Twin Cities region, using the region's emerging transitway system as a development focus. The initiative runs from 2011 through 2013. It is financed with a $5 million HUD grant and nearly $16 million in grants and loans provided by the Living Cities collaborative. See the attached fact sheet for more information

SCENARIO AND VISUALIZATION SUBPROJECT

Purpose: Equip and prepare transit corridor initiatives to better use scenario and visualization tools technology. Our target audiences and customers are planners, project managers, and community representatives in five future transit corridors.

Advisory Team: An advisory team has been created, which includes organizations represented on the COO policy board and also two GIS specialists. The advisory team has provided input concerning the intent of the project, the context and objective of applied uses of technology.

Work Plan The Metropolitan Council has published the work plans for HUD-funded Regional Sustainability work online at http://www.metrocouncil.org/planning/COO/CoODetailedProjectWorkPlans.pdf. Skim down to pages 18-24 = Scenario and Visualization Tools project work plan.

RECOMMENDATION

No action requested. Committee members are encouraged to share their knowledge with Mr. Graham about the following topic areas:

- Additional ways that GIS technology might be leveraged,
- Data gaps that might be addressed,
- Current generation urban planning support systems

Corridors of Opportunity

What is it?

"Corridors of Opportunity" is an initiative to promote sustainable, vibrant, and healthy communities in the Twin Cities region, using the region's emerging transitway system as a development focus. The initiative, which will run from 2011 through 2013, has two funding sources:

- Sustainable Communities Regional Planning Grant from the U.S. Department of Housing and Urban Development (HUD): **$5 million.** The lead Agency is the Metropolitan Council.
- Living Cities, a collaboration of 22 of the nation's largest foundation and financial institutions: **nearly $16 million**. The lead Agency is the St. Paul Foundation.
  - $2.77 million in grants (made by the St. Paul Foundation)
  - $10 million in commercial loans (through LISC – the Local Initiatives Support Corporation)
  - $3 million in flexible, low-cost loans to support charitable activity ($2.3 million through the Twin Cities Community Land Bank and $700,000 through the Neighborhood Development Center)

> **Corridors of Opportunity Vision**
> *Transitway corridors will guide our region's growth, vitality, and competitiveness. Development along transitways will create distinctive places and strengthen local assets while increasing ridership and expanding access to jobs, affordable housing, and essential services for residents of all incomes and backgrounds.*

Expanding the transit system is a foundation for connecting and growing the region. True success will depend on how well the new transit system creates opportunities for the region as a whole, while unlocking opportunities for those with the greatest need.

"Corridors of Opportunity" funds projects in 7 corridors within the system of existing and planned transitways in the region: Southwest LRT, Bottineau Transitway, Gateway Corridor, Cedar Avenue BRT, Central Corridor, Hiawatha LRT, and Northstar Commuter Rail.
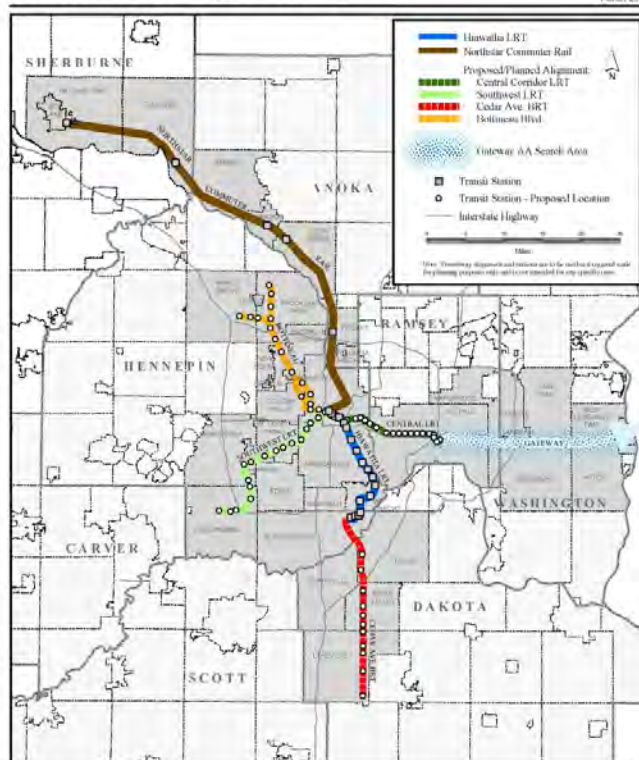
What will it accomplish?

- Develop a new model for transitway development by aligning transit planning and engineering with land use planning, affordable housing, workforce development and economic development
- Engage historically under-represented communities in transitway planning and decision-making
- Use transitway development to expand access to jobs and affordable housing, particularly for low-income populations and people of color
- Enhance the region's ability to compete in a global economy
- Secure and align public, philanthropic, and private resources to attract robust private investment to the vision
- Accelerate expansion of the transit system
- Incorporate lessons learned from this approach to transitway planning into the Regional Plan for Sustainable Development

What activities are being funded with "Corridors of Opportunity" resources?

- Creating and preserving 400–600 units of transit-accessible affordable housing (rental and owner-occupied) along the Central, Hiawatha, and Southwest LRT corridors.
- Providing a combination of technical assistance, façade improvement grants and new loans to support small businesses located along transit corridors.
- Building capacity among community organizations in order to develop leaders and find new ways to engage underrepresented populations.
- Creating robust strategies for transit-oriented development (TOD) within existing and planned transitways in the region.
- Piloting 4 sustainable development demonstration projects along the Central Corridor to inform the future development of other transitways, such as Southwest LRT.
- Undertaking studies of policy tools and programs to advance sustainability and livability in the region.

Who are the partners?

Representatives from the following organizations serve on the Corridors of Opportunity Policy Board:

- Central Corridor Funders Collaborative
- City of Minneapolis
- City of St. Paul
- Counties Transit Improvement Board
- Family Housing Fund
- Hennepin County
- The Itasca Project
- Local Initiatives Support Corporation (LISC)
- The McKnight Foundation
- Metropolitan Consortium of Community Developers
- Metropolitan Council
- Minnesota Housing
- Neighborhood Development Center
- Ramsey County

- Regional Council of Mayors
- The Saint Paul Foundation
- Twin Cities Community Land Bank
- Urban Land Institute of Minnesota

Evaluation Team, led by:
- Metropolitan Council
- University of Minnesota
- Wilder Research

Community Engagement Team, led by:
- Alliance for Metropolitan Stability
- Minnesota Center for Neighborhood Organizing
- Nexus Community Partners

For More Information

Visit the Corridors of Opportunity website: www.metrocouncil.org/planning/COO/index.htm
Here you can find meeting agendas and minutes, presentations, and other materials about the program.

To learn more or get involved, please contact Mary Kay Bailey or Allison Brummel:

Corridors of Opportunity/Living Cities Integration Initiative
Mary Kay Bailey, Project Director
The St. Paul Foundation
mkb@stpaulfoundation.org
651.325.4234 (office)
651.315.1478 (mobile)

Corridors of Opportunity/HUD Regional Planning Grant
Allison Brummel, Project Manager
Metropolitan Council
allison.brummel@metc.state.mn.us
651.602.1363 (office)
267.973.7912 (mobile)

MetroGIS
Cooperation, Coordination, Sharing Geographic Data

Agenda Item 6a

TO: Coordinating Committee

FROM: Policy Board
              Staff Contact: Randall Johnson, MetroGIS S6taff Coordinator (651-602-1638)

SUBJECT: Modify Operational Guidelines: Rules for Executive Committee of Policy Board

DATE: August 8, 2011
              (For Sept 22nd Meeting)

REQUEST
Endorse changes to MetroGIS's Operating Guidelines that govern conduct of the
Executive Committee of the Policy Board.

BACKGROUND
In response to a call to improve MetroGIS's organizational flexibility, responsiveness,
and nimbleness, the Policy Board has asked the Committee to recommend changes to the
rules that govern operation of the Executive Committee of the Policy Board. Committee
recommendation of these changes at the September meeting would constitute first reading.
Second reading and final adoption would occur at the Board's October 19th meeting.

POLICY BOARD DIRECTION
On July 20th, the Policy Board endorsed modifying the guidelines that govern the Executive
Committee of the Policy Board to authorize it to both authorize projects and modify project
funding up to $50,000. The specific language changes endorsed by the Board are illustrated
in Attachment A. The Policy Board also directed the Committee to conduct the first reading
of the proposed changes and forward the subject amendment to the Policy Board for second
reading and final approval at the October meeting: (See Reference Section for a more complete
summary.)

DISCUSSION
The Committee is encouraged to offer any changes to the subject guidelines that govern the
Executive Committee of the Policy Board, in addition to those identified in Attachment A.
As housekeeping measures, staff also suggests adding the Coordinating Committee Chair as
a non-voting, ex-officio member of the Policy Board to acknowledge current practice and
changing "AMM" to "Metro Cities" for the organization relied upon to select city
representative to serve on MetroGIS bodies.

RECOMMENDATION
That the Coordinating:
1) Hold first reading of changes to MetroGIS's Operating Guidelines identified Policy
   Board that govern the Executive Committee of the Policy Board
2) Recommend that the Policy Board modify MetroGIS's Operating Guidelines to add the
   Coordinating Committee Chair as a non-voting ex-officio member of the Policy Board.
3) Identify any additional modifications to MetroGIS's Operating Guidelines it believes
   should be enacted to improve organizational nimbleness and effectiveness.

REFERENCE SECTION

Modification of MetroGIS Operating Guidelines requires two readings before they can go into effect, typically one before the Coordinating Committee and one before the Policy Board, each preceded by at least 15 days notice. Specifically,

Article V, Amendment to Operating Guidelines
"Section 1.

Amendments to these Operating Guidelines may be proposed by any member of the Coordinating Committee or Policy Board. A statement explaining the purpose and effect of the proposed amendment shall accompany the amendment proposal.

Section 2.

To become effective, amendments to these Operating Guidelines shall receive two readings; one before the Coordinating Committee and one before the Policy Board, each preceded by written notice to each member of the Coordinating Committee and each member of the Board at least fifteen (15) days prior to their respective consideration. Amendment proposals may be considered at a regular or a special meeting of the Committee and/or the Policy Board provided the notification requirements in this Section are satisfied.

Amendments initiated by the Policy Board shall move forward from the Coordinating Committee to the Policy Board for consideration whether or not the Coordinating Committee recommends approval. Policy Board approval shall require at least a majority vote in favor, as outlined in Article II, Section 5."

EXCERPT - SUMMARY JULY 20, 2011 POLICY BOARD MEETING

5a) Next-Generation MetroGIS Needs Assessment

1. Create new Strategy Steering Committee:
   Member Reinhardt commented that she is uncomfortable with delegating this important activity to small group of people. Her concern was echoed by others. After a wide-ranging conversation, the group concluded that creating a new committee is not appropriate, rather emphasis should be put on implementing an on-line collaboration environment whereby through an open process individuals can self-organize into communities of interest, share values and needs, and, in so, doing MetroGIS is able to continuously monitor emerging stakeholder needs and modify strategic direction accordingly.

   All also agreed that the proposed Outreach Plan project component that relates to the Website redesign/on-line forum creation initiative is the place to start and that organizational changes are at best premature. The key is define the type of mechanism that will be most effective to bring new strategic ideas to light –integrating the committee with the electronic forum, or expanding a Coordinating Committee, or some combination of both. There was also some discussion about exploring recruiting committee members as representatives of disciplines (e.g., land planners, economic development, public safety, etc.) as opposed to organizations (e.g., cities, counties, agencies). In the end, all concurred that the emphasis should be on creating a good tool capable of attracting interested people and fostering dialogue among communities of interest that have potential to bring resources to the projects of shared need.

2. Amend Rules for Executive Committee of Policy Board
   Member Reinhardt agreed that the suggested modifications to the existing rules addressed the operational deficiency. Other concurred and agreed with Member Reinhardt's suggestion to refining the membership section (Section a) to remove mention of the "Chairperson, Strategic Steering Committee" and stipulate that the Chair of the Coordinating Committee is an Ex Officio (no-voting) member.

   Motion: Member Reinhardt moved and Member Elkins seconded to direct the Coordinating Committee to refine the language as agreed by the Board and bring the revised amendment back to

the Policy Board at the October meeting for second reading and final approval. Motion carried, ayes all

Chairperson Schneider commented that these changes, while important, will not change the fundamental way that we do business. He encouraged the Coordinating Committee to continue to explore opportunities to bring non-government interests to the table to ensure MetroGIS is able to continually incorporate new ideas that keep the organization relevant and increase the potential of capturing additional resources through ambitious collaborative ventures. … He challenged the Committee to reach out to these organizations and offer the significant expertise possessed by the geospatial community to supplement their resources.

Chairperson Schneider also offered a thought that if the proposed new on-line collaboration tool could encourage individuals to gel as communities of interest; those communities could be offered a seat at the MetroGIS table to influence policy and activities.

ATTACHMENT A

Article II – Operating Guidelines
Policy Board

Section 2. Composition

The Policy Board shall decide the interests that comprise its membership according to the guidelines set forth in this Section. The Policy Board's composition shall consist of a minimum of twelve voting members, one representing each of the following eleven MetroGIS stakeholder organizations, with the exception of ~~AMM~~Metro Cities, which shall be permitted two representatives:

Metro Cities [formerly the Association of Metropolitan Municipalities (AMM)]
Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington
Metro Chapter of the Minnesota Association of Watershed Districts (MAWD)
Metropolitan Council
Technology Information Education Services (TIES)

The Coordinating Committee Chairperson shall be a non-voting, ex-officio member of the Policy Board)

The Policy Board may expand its membership, as it deems necessary, to successfully carry out the objectives of MetroGIS.

Designation of an alternate for each Policy Board member appointee is encouraged. Designation of an alternate Policy Board member shall be by the governing body of the respective stakeholder organization. Designated alternate members are encouraged to attend all Board meetings, voting only in the absence of the primary representative.

Section 6. Executive Committee (*From Article II of MetroGIS Operating Guidelines*)

~~The Policy Board may create~~There shall be an Executive Committee of the Policy Board. ~~If an Executive Committee is created, t~~The following procedural specifications shall govern its activities:

a) It shall be comprised of the following ~~three~~ members:
   (1)   Policy Board Chairperson
   (2)   Policy Board Vice Chairperson
   (3)   Metropolitan Council Representative to the Policy Board (Note: *Primary Sponsor of MetroGIS)*
   (4)   MetroGIS Staff Coordinator (Ex officio)
   (5)   Chairperson, Coordinating Committee Chairperson (Ex officio)

b) Its domain shall be restricted to urgent, non-policy matters, unless the Policy Board expressly delegates a matter of policy to the Committee to decide. Such delegation is restricted to a case-specific basis.

c) Assess opportunities and approve/empower MetroGIS staff to pursue partnerships and projects. To remain more vital and relevant, it is important that MetroGIS has the ability to engage in a timely manner in an increasing variety of geospatial opportunities that may originate both inside and outside of government.

d) Following Policy Board approval of the annual MetroGIS budget, approve project funding for amounts up to 50 percent of MetroGIS's budget, but not greater than $50,000.

e) Its decision making rules shall comply with the following requirements:
   (1)   All three Policy Board members must be present to take action.
   (2)   A unanimous decision is required for all decisions.
   (3)   The Policy Board Chair shall preside over meetings.

~~d~~f) Decisions of the Executive Committee may go into effective immediately.

~~e~~g) A written summary of each meeting of the Executive Committee shall be provided to the Policy Board at its next regular meeting.

14

TO: Coordinating Committee

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

SUBJECT: Definition of "Regional Significance"

DATE: August 8, 2011
              (For Sept 22nd Meeting)

Direction is requested from the Coordinating Committee regarding the definition of "regional significance"; the finding required for MetroGIS to invest its resources in a particular project or initiative.

<u>**POLICY BOARD DIRECTION**</u>

During the recent Next Generation MetroGIS Needs Assessment, a suggestion was offered that MetroGIS consider investing in data development projects even though the data would not encompass the entire seven-county, Twin City metropolitan area[1]. On July 20, 2011, the Policy Board asked the Coordinating Committee to revisit the finding of "regional significance" to ensure that important opportunities are not being inadvertently overlooked, in particular, involving research and development-focused projects.

<u>**MEANING OF "REGIONAL SIGNIFICANCE"**</u>

<u>Data:</u> "Regional significance" or "regionally significant", relative to data development projects, is currently construed to mean that the deliverable must:

   a) Encompass all seven counties and address an information need of multiple organizations represented on the Policy Board

               OR

   b) Be classified as "critical to society".

The term "regional significance" was first used by MetroGIS in 1997 to ensure its limited resources were invested to accomplish solutions to the highest priority shared information needs. At that time, the Policy Board endorsed thirteen shared information needs that became the focus of MetroGIS's data developments for several years. *<u>It is important to note that as "framework datasets" all of the resulting endorsed regional data solutions ("regionally significant") have been designed with the potential to be integrated into a statewide/national data fabric.</u>* In 2002, following the 9/11 tragedy, the Policy Board recognized that certain data have a higher societal value than others and that these "critical data" should be invested in by MetroGIS, even though important to the operations of only a limited number of stakeholders. This finding resulted in the addition of the "emergency response" data resource category to the original 13 priority information needs.

<u>Geospatial Applications and Web Services</u>: In 2007, the meaning of "regionally significant" was expanded to include geospatial applications and web services. Until that time, with the exception of DataFinder, MetroGIS's emphasis had been on data-centric solutions to shared information needs. Applications and web services have never been subject to a seven-county, geographic extent-type requirement, as are data solutions. Rather, a finding is required that the *deliverable will "run" on and/or add value to an endorsed regional dataset(s) <u>and</u> will likely have broad applicability among*

---

[1] No specific data type was cited, only the concept that MetroGIS should consider modifying its definition of regional significance to permit investing in "high-value" data development that <u>would not have</u> a seven-county, geographic extent (e.g., development of data important to supporting regional transportation corridor planning and operations).

MetroGIS stakeholders in accordance with the "build once, share many times" guiding principle. (See the Reference Section for more policy foundation information.)

<u>DISCUSSION</u>
Findings of regional significance should be flexible enough to ensure continued relevancy to changing stakeholder and society needs while providing a measure to effectively guide use of limited MetroGIS resources to accomplish solutions that have broad applicability.

In any given year, there are typically more investment opportunities than can be pursed with available MetroGIS funding. The finding of "regional significance" was enacted to establish relative priorities consistent with MetroGIS's mission. Typically, the more beneficiaries among organizations represented on the Policy Board, the higher the priority in accordance with the following guiding principles:

- "Build once and use many times"
- When choosing among investment options, pursue those… with greatest importance to the region…"

Staff believes that the current finding of "critical to society" provides adequate flexibility to invest in a data development project that would apply to less than the entire seven county area, if MetroGIS so chooses, without compromising the need to be selective in use of MetroGIS's resources. In this case, the principle tests should be that investment fosters continued MetroGIS relevancy to changing stakeholder needs and substantive public value would be created.

<u>RECOMMENDATION</u>
That the Coordinating Committee:
1) Decide if the current "critical to society" component of the "regional significance" finding is sufficient to govern MetroGIS investment decisions for data development projects that encompass geographic areas of less than the entire seven-county, Minneapolis- St. Paul metropolitan area.

   <u>If the Committee believes the "critical to society" finding is **not sufficient**</u>, how should the current "critical to society" finding be modified?

2) Are there any other changes to the current "regional significance" finding that should be considered?

REFERENCE SECTION

A. **C**RITERIA AND **E**VOLUTION OF THE **T**ERM "**REGIONALLY SIGNIFICANT**"

In 1996, three major categories of strategic initiatives were identified for MetroGIS to pursue with its resources:

   1) Regional solutions to shared information needs   (*Regional Datasets*)

   2) Development of a means discover and access
      data via the Internet   (*DataFinder*)

   3) Organizational development and communication   (*Website/Strategic Planning/Outreach*)

In 1997, the Policy Board approved criteria to decide the original 13priority information needs. Endorsement of these criteria was required to ensure that limited funding was used for projects that improved efficiencies for the greatest number of organizations. Specifically, a decision was made that to qualify for investment of MetroGIS resources, solutions must apply to the business operations of at least 2 of the 5 categories of organizations represented on the MetroGIS Policy Board and that the benefiting organizations generally need to be dependent upon others to produce the data.

Data solutions to shared information needs (regional datasets), also have been required to include the entire seven-county, geographic area that is served by the MetroGIS community. This requirement was for two reasons:

✓ Foster consistency with the NSDI principle of continuous, interoperable data across the entire country for use by many (framework datasets – parcels, roads, boundaries). The term "regionally significant" was used to describe these framework datasets. Currently eight such datasets have been implemented through MetroGIS's efforts. The term "regionally significant" also currently applies to applications and services that enhance the usefulness of regional datasets.

✓ The goals of the MetroGIS's organization could not be fully accomplished if key stakeholders did not participate in framework data solutions.

In October 2007, the Policy Board adopted the 2008-2011 MetroGIS Business Plan through which the three initial funding focuses listed above were expanded to include a two additional funding opportunities:

   4) The meaning of "common information needs" should be expanded beyond "regional datasets" to also include web services (e.g., Metro Geocoder) and applications (e.g., GeoServices Finder) that address common information needs or enhance value of regional datasets. Use of the term "commonly-recognized need" was selected to accommodate this added flexibility.

   5) To pursue regional solutions information needs deemed critical to society but not necessarily common or critical to several categories of stakeholders; the threshold to pursue solutions for other regional solutions.

These concepts were incorporated into the following guiding principle, which is currently in effect:

"Pursue collaborative, efficient solutions of greatest importance to the region when choosing among options."

The result has been over the past several years, in addition to fostering development and enhancement of regional datasets, MetroGIS project funding has also been routinely used to pilot several application and web services and fund at least one feasibility study related to a shared information need. Decisions as to funding priority have consistently been on the basis of potential to create the greatest public value.

B. **G**UIDING **P**RINCIPLES

Based on this "self-interest" assumption, MetroGIS is guided by several fundamental principles, including the following, which operate in concert with its vision and mission statements to guide MetroGIS decision-making and operations.

1. Pursue collaborative, efficient solutions <u>of greatest importance to the region</u> when choosing among options.
2. Ensure that actively involved policy makers set policy direction.
3. Pursue comprehensive and sustainable solutions that coordinate and leverage resources: i.e., <u>build once, make available for use by many</u>.
     o Leverage the Internet and related technology capabilities.
     o Value knowledge sharing as highly as data sharing.
     o 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.
     o Pursue interoperability with jurisdictions which adjoin the Twin Cities metropolitan area, seeking consistency with standards endorsed by state and national authorities.
4. Acknowledge that the term "stakeholder" has multiple participation characteristics: contributor of resources, consumer of the services, active knowledge sharer, potential future contributor, potential future user, continuous participant, infrequent participant.
5. Acknowledge that funding is not the only way to contribute: data, equipment and people are also valuable partnership assets.
6. Rely upon voluntary compliance for all aspects of participation.
7. Rely upon a consensus-based process for making decisions critical to sustainability.
8. Ensure that all relevant and affected perspectives are involved in the exploration of needs and options.
9. Enlist champions with diverse perspectives when implementing policies and carrying out activities

C. **EXCERPT FROM 1997 BUSINESS OBJECT FRAMING MODEL PROJECT DOCUMENTATION**

MetroGIS's use of this term dates back to 1997. It is the result of the discussions to decide a method to establish priority data needs that were better suited to a collaborative solutions, as opposed to that of individual organizations. Excerpt from the Business Object Framing Model Project Summary:

"…what do we mean by "core" or "<u>regionally significant</u>" information needs? Here are two ways to think about the issue …..

- <u>Data</u> that have cross-jurisdictional significance for organizations that serve the Metro Area.

- Geographically referenced … <u>data</u> that are accurate, current, secure, of common benefit and readily usable.

The fundamental MetroGIS question is: Which issues can only be addressed through collaboration among organizations that have responsibilities for areas smaller than needed to address the entire issue? <u>That is the essence of "regionally significance" as most of us have understood it</u>…"

The table presented in the following page illustrates how each of the initial priorities information needs rated on scales of importance to the five types of government organizations represented in the Policy Board as well as by organizational function (six high-level categories).

D. **REGIONAL GIS PROJECTS' – INFLUENCE ON TERM REGIONALLY SIGNIFICANT**

Another iteration of the term "regional significance" began with Regional GIS Projects program that launched in 2005. This program provided funding with MetroGIS resources for solutions that involved more than data.

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[2] 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[3]. 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.

---

[2] The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

[3] The MetroGIS Policy Board added this criterion at its October 2006 meeting.

The 13 priority information needs selected in May 1997, from which to launch MetroGIS's efforts to foster regional/collaborative solutions, were:

NEED #	DESCRIPTION OF INFORMATION NEED	SELECTION CRITERIA MET	SELECTION CRITERIA							WEIGHTED SCORE
			[In top 10 based on] ALL SURVEYS	2 OR MORE BOARD ORG	2 OR MORE FUNCTIONS	3 OR MORE BOARD ORG	3 OR MORE FUNCTIONS	4 OR MORE BOARD ORG	4 OR MORE FUNCTIONS	All Surveys
47	Jurisdiction boundaries	7	YES	YES	YES	YES	YES	YES	YES	3.38
42	Street addresses	6	YES	YES	YES	YES	YES		YES	3.22
10	Land use plans	5	YES	YES	YES	YES	YES			3.15
1	Rights to property	6	YES	YES	YES	YES	YES	YES		3.07
44	Parcel boundaries	6	YES	YES	YES	YES	YES	YES		2.97
31	Lakes, wetlands, etc.	4	YES	YES	YES		YES			2.95
4	Land use, existing	4	YES	YES	YES		YES			2.91
48	Census boundaries	4	YES	YES	YES	YES				2.91
2	Where people live	5	YES	YES	YES	YES	YES			2.85
6	Land Regulations	4	YES	YES	YES		YES			2.83
27	Highway/road networks	1		YES						2.80
71	Socioeconomic character of areas	1			YES					2.80
46	Parcel identifiers	2		YES	YES					2.78

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECTS: Preliminary 2012 MetroGIS "Foster Collaboration" Work Plan and Budget

DATE: September 6, 2011
            (For the Sept 22nd Meeting)

INTRODUCTION
The Coordinating Committee is encouraged to concur on a preliminary 2012 work plan, along with a preliminary budget to support those activities.

The Committee's recommendation will be forwarded to the Policy Board for consideration on October 20. If the Policy Board requests any modifications, the Committee would consider them when it offers a final recommendation at its December meeting. The source of the budget funding is the Metropolitan Council. The Council's preliminary budget includes the same amount approved for 2011. Final approval of the Council's budget is anticipated in late December, following the required public hearing.

PREVIOUS COMMITTEE AND POLICY BOARD ACTION
At its June 23 meeting, as an outcome of the Next-Generation MetroGIS Needs Assessment, the Committee concurred on activities it believed to be the most important to accomplish during the 2nd half of 2011 and all of 2012. On July 20th, the Policy Board revised the 2011 work program and budget, as recommended by the Committee. A listing of the revised 2011 activities is presented in the Reference Section.

The Committee also asked staff to offer a 2012 work plan, for discussion at the September meeting, based upon resources availability and integration with 2011 activities that will extend into 2012. Descriptions for each the new activities are provided in Attachment A:

- <u>In-process/ongoing projects</u> expected to extend into 2012 (*in addition to sustaining current solutions*):
  - ✓ Define New Collaborative Street Centerline Maintenance Model
  - ✓ MetroGIS QPV Study
  - ✓ Pursue Enhancements to Regional Solutions
  - ✓ Address Points Editing Tool (*At the time of this writing, not sure if can complete by year end*)
  - ✓ Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset

- The <u>new activities</u> are listed in order of priority defined at the Committee's June 23rd meeting (*Priorities 4 and 5 are missing from the list because they are expected to be completed in 2011*).
  1) Create Outreach Plan (*Phase I in 2011 to establish strategic outreach objectives. Complete 2012)*)
  1) Redesign & Re-Launch MetroGIS Web-site & Social media (*includes collaborative forum*)
  6) Explore Regional Base Map Service (*push locally-produced data to commercial providers*)
  7) Explore Public-Private Partnership
  8) Define Organizational Structure for Cost Sharing Across Sectors (*dependent upon #7*)
  9) Develop Leadership Succession Plan
  10) Develop Performance Metrics (*Phase II*) / Plan to Sustain Critical Competencies

DISCUSSION
The reason for the ranking exercise conducted by the Committee at its June meeting was to decide which new activities should be pursued during the 2nd half of 2011. The Committee is encouraged to review this "first-cut" priority setting, as well as, add any activities that may have surfaced since June 23. A suggested refinement is that the Committee take up succession planning to ensure orderly transitions in key leadership roles. As requested at the June meeting, a suggested refined budget/work plan is offered in Attachment B for discussion

RECOMMENDATION
That the Coordinating Committee:
  1) Concur on a preliminary 2012 "foster collaboration" work plan and associated budget.
  2) Authorize creation of a Succession Planning Workgroup to begin its work this fall.
  3) Authorize creation of an Outreach Advisory Team to begin its work this fall.
  4) Recommend that the Policy Board endorse the Committee's recommended 2012 work plan and budget.

REFERENCE SECTION

(1) Excerpt from June 23, 2011 Committing Meeting Summary

b) 2011 Work Plan Refinements and Direction for the 2012 Work Plan

Phase I work on the Outreach Plan to define outcomes for the Website redesign and social media projects. Work on Identify Improvements to Regional Solutions to be accomplished under the current 2011 AppGeo Needs Assessment contract.

Priority	Item	Estimate of Cost/when	Count
1	Redesign & Re-Launch MetroGIS Web-site & social media	2012 (5-10K)	11111111
1	Identify Improvements to Regional Solutions	$12K / Immediately	11111111
1	Create Outreach Plan	$0-staff / Aug.	11111111
4	Implement Address Points Editing Tool	$10K / soon if sole source?	111111
5	Streamline MetroGIS Processes (Guidance Committee, Nimble)	$0, staff / July	11111
6	Have Regional Base Map Services (push, pull, etc)	$??	1111
7	Pursue Public Private Partnership		111
8	Define Organizational Structure for Cost Sharing Across Sectors		11
9	Develop Leadership Succession Plan		1
10	Develop Performance Metrics		

Motion: Alternate member Logman moved and Bitner seconded to authorize the Staff Coordinator, together with the Chair and Vice Chair, to craft a budget for the remainder of 2011 to present to the Policy Board at its July meeting based upon the priority preferences defined in the above described exercise resource availability subject to sharing it for comment with the Committee. Motion carried, ayes all.

Motion: Read moved and Bitner seconded to direct staff to add a category to the budget named "discretionary project funds for regionally significant initiatives" involving a small amount of funding (e.g., $5,000) that can be committed by the Staff Coordinator. Motion carried, ayes all.

(2) Revised 2011 Work Plan

The following revised listing of activities was adopted by the Policy Board on July 20th to guide MetroGIS's efforts for the remainder of 2011 (*the **activities in bold** are not staffed or funded by MetroGIS. Progress is monitored because they involve MetroGIS stakeholders and their outcomes are important to realizing MetroGIS objectives but MetroGIS is not accountable for their progress. From this point on they will be distinguished from activities for which MetroGIS is accountable*):

1) Sustain traditional "foster collaboration" support activities
2) Complete Next-Generation MetroGIS Needs Assessment
3) **Make Substantial Progress on Geospatial Commons Testbed** (*jointly with MnGeo*)
4) Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*) (*#12 is a component*)
5) Complete Quantify Public Value (QPV) Study (*Time extension granted to 4/29/12.*
6) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement
7) **Co-Host GECCo Forum** (*Tentatively Third Quarter*)
8) Investigate New Street Centerline Collaboration Model
9) Develop a plan to promote broader use the U.S. National Grid in the Twin Cities
10) Create Outreach Plan (*Phase I – define objectives for 2012 website reimage and online collaborative forum to incorporate web2.0/social media*)
11) Prototype a Process to Identify Improvements to Regional Solutions (*Phase II #2 Needs Assessment*)
12) Implement Address Points Editing Tool (*component of #4*)
13) Streamline MetroGIS processes to improve flexibility and nimbleness (*includes refining what is meant by "regional significance"*)
14) Explore Regional Base Map Services (push data to commercial providers) (*time permitting*)
15) Explore Public Private Partnership
16) Develop Leadership Succession Plan (*document current SOPs*)

ATTACHMENT A

OVERVIEW
PROPOSED 2012
METROGIS-FUNDED PROJECTS

Note: The source of the following descriptions for new 2012 activity is the agenda report for the Needs Assessment results presented to the Committee on June 23rd. (The number to left of each activity is its rank order.) Activities that the Committee assigned to the remainder of 2011 have been removed from the list. These activities are in addition to 2011 activities that will extend into 2012.

The activity purpose statements that follow are intended to provide high-level guidance for subsequent development of detailed project scopes. Each is listed in the relative order of importance decided by the Committee at it June meeting. Each of these projects also can be tied back to one or more of the eight strategic objectives presented in the 2008-2011 MetroGIS Business Plan.

Finally, to the extent applicable, ideas and direction presented in the Business Plan (see Chapter 3, starting on page 26) are to serve as the starting place from which to develop detailed scopes for the following projects.

1) **Create Outreach Plan**
   Purpose: Develop a multi-faceted strategy to guide MetroGIS's communications and outreach activities with leadership of organizations to both inform them of MetroGIS objectives, efforts and accomplishments if they are not aware or not taking for advantage of these accomplishments but also to create a means for those aware to communicate / interact with MetroGIS leadership to ensure that emerging needs are understood early on.

   The main communication strategies are to include, but not be limited to: MetroGIS's main information website (www.metrogis.org), establishment of an on-line collaboration forum, face-to-face outreach, and written materials.

   Time frame: If possible, begin in September 2011, by establishing an Outreach Workgroup to define the main strategy areas and define the scope / objectives for each major strategy. The goal would be complete this scoping exercise (Phase 1) by mid-fall to enable RFPs to be developed and published in late fall if outsourcing will be required to implement/accomplish the various strategies. The main body of the Outreach Plan is to be completed once the website/on-line forum projects are fully defined and to integrate any additional relevant information from those projects.

   Resources: Phase 1 - Volunteer team members (Outreach Advisory Team – referred to Social Media Advisory Team in Needs Assessment final report prepared by AppGeo report) supported by MetroGIS staff for the scoping component. Phase II – MetroGIS staff and advisory team.

1) **Redesign & Re-Launch MetroGIS Web-site & Social media (*includes collaborative forum*)**
   Purposes: Redesign of the www.metrogis.org website is needed to update the site's look and feel, restructure content organization, simplify content management, leverage Web 2.0 technology to fostered improved collaboration and communication among stakeholders, and ensure that emerging stakeholder needs, related to use of geospatial technology, are communicated to MetroGIS leadership early on to enable timely crafting of collaborative solutions needs with regional significance.

   Generally, the project's deliverables are twofold:
   - A technical plan and design specifications to transition from the legacy website to the next-generation website, using state-of-the-art technologies.
   - Accomplishing the transition to the next-generation website.

   A) **Maintain all current hyperlinks:** Accomplish the transition from the current to the new website without breaking links embedded in important documents that posted on the current website (e.g., 2008-

2011 MetroGIS Business Plan, project reports, meeting summaries, etc.). For instance, maintaining the existing MetroGIS website as an archive that is easily accessible via the new website.

B) Support collaborative work efforts among MetroGIS partners: This "online meeting place" solution must provide a cross-organizational, web-based collaborative tool, or combination of integrated tools (e.g., SharePoint, Linked-In, Word Press [Content Management System], Survey Monkey, etc.), that facilitates the data and application sharing goals of MetroGIS that address the following design requirements.

(1) Sharing of information MetroGIS's objectives, accomplishments, projects, collaborative opportunities, etc., with its stakeholder community.

(2) Stakeholders are provided a "real 'time opportunity to easily communicate to MetroGIS leadership their changing geospatial needs and preferences and opportunities for lowering the cost of doing business across the region.

(3) Stakeholders are able to actively and easily participate in MetroGIS shared work tasks, discussions and information sharing via state-of-the-art, web-based collaborative technologies. (E.g., Online document editing, web surveys, meeting packet access, project information and documents as well as feedback, comments and questions from partners and those seeking information.

(4) Members of MetroGIS committees and teams, who represent constituencies (e.g., cities, school districts, water management organizations, counties, non-profits, utilities, for-profits, and academics), are able to easily communicate with their constituencies so that they can be responsive to changing needs and preferences.

(5) Stakeholders are able to easily collaborate on projects among themselves. This may include an online meeting place for: document editing, web surveys, meeting packet access, project information and documents as well as feedback, comments and questions from partners and those seeking information. The site should be a cross-organizational web-based collaborative tool that facilitates the data and application sharing goals of MetroGIS.

C) Support reporting of performance metrics (dash board for key measures). A separate Performance Measurement project calls for web-based reporting of the metrics to be developed. This website resign project must create the architecture to support the planned metrics reporting.

D) Reorganize and streamline the file library and archive system to help users find information on the site more quickly and improve efficiencies related to on-going site maintenance specifically:

(1) The next generation website is well organized and sustainable with a flexible design that allows for ease of future site design changes.

(2) Information on the current web site is archived and accessible via the new site ensuring MetroGIS' complete institutional memory is easy to access. (E.g., the transition from the current to the new website must be made without breaking links embedded in important documents posted on the current website (e.g., 2008-2011 MetroGIS Business Plan, project reports, meeting summaries, etc.).

(3) Site content can be easily updated by MetroGIS staff housed at the Metropolitan Council, as well as, remotely by project managers and others authorized to make modifications.

(4) MetroGIS' institutional memory is accessible, understandable, and easy to use.

Time frame: Refinement of this preliminary scope would occur fall 2011 following the outcome of Phase 1 of Creating an Outreach Plan. The current thinking is to publish and an RFP in late 2011 or early 2012. Reconstruction of the site and associated collaboration tools would occur in 2012.

Resources: MetroGIS Staff to serve as project manager. The Outreach Advisory Team created for the project scoping would continue to advise the consultant retained with MetroGIS project funds to redevelop the website. In their final report for the MetroGIS Next Generation Needs Assessment, the contractor (AppGeo) estimated that the main website could be updated for $5,000-10,000. The suggested budget included $20,000 given this project is bigger than just revising the website and because it is the number 1 priority for 2012.

6) **Have Regional Base Map Services (*push locally produced data to commercial providers*)**

Purpose: To make data into more useful end-user oriented products." Given web mapping technological advances and the fact that most of the public uses commercial mapping sites such as Google Maps there is merit in pursuing the development of a consistent, region-wide base map with superior cartographic quality and available as a consumable tile service.

Time frame: Fall 2011 (*time permitting*) – most likely 2012

Resources: MetroGIS staff and volunteers to serve on a project advisory team.

7) **Pursue Public-Private Partnership**

Purpose: Act on a strategic objective set forth in the 2008-2011 MetroGIS Business Plan. In particular, seek out opportunities for bi-lateral (cross sector) data sharing and document the lessons learned and how the experience creates public value, beginning with two opportunities referenced by AppGeo in their report (CBRE and CenterPoint Energy). Consideration should also be given to the five ideas described in Appendix I of the 2008-2011 MetroGIS Business Plan.

Time frame: Ongoing

Resources: MetroGIS Staff

8) **Define Organizational Structure for Cost Sharing Across Sectors**
Purpose: In addition to resources provided by the Metropolitan Council, have the ability as a collaborative organization to receive, manage, and spend resources contributed by multiple organizations. The specifics will need to be tailed to the requirements of the organizations involved

Time frame: TBD, once organizations desiring to partner are identified (*Project #4*).

Resources: MetroGIS Staff, legal staff of candidate partners and possibility a contractor.

9) **Develop Leadership Succession Plan**

Purpose: Provide direction for MetroGIS participants and staff as they prepare for the future retirement or other transitions of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur. Ten principles were adopted by the Policy Board in October 2008 from which to base this plan (Attachment C). Creation of an Advisory Team is suggested.

Time frame: TBD

Resources: TBD

10) **Develop Performance Metrics (*Phase II*)**

Purpose: Corroborate the Phase I Plan, adopted by the Policy Board in October 2009, and develop and implement methods to accomplish the desired objectives. One cannot manage what one cannot measure. MetroGIS cannot achieve it stated mission (enhance stakeholder operating capacity) unless its efforts are able to remain relevant to changing stakeholder needs. MetroGIS leadership cannot be sure that MetroGIS's efforts are relevant without a means to progress/impact. The purpose of this project is to provide these means.

The Phase I plan provides guidance for development of actual metrics to measure progress toward accomplishing outcomes defined for MetroGIS's efforts. The results of the in-progress MetroGIS Quantify Public Value (QPV) study is expected to provide insight and information valuable to the development of metrics, hence, work on metrics development has been postponed until sufficient progress is made on the QPV study.

Time frame: TBD

Resources: The MetroGIS Staff Coordinator would serve as the project manager. A workgroup would determine if consultant assistance should be pursued. Currently, no funding is allocated for consultant assistance.

		Costs are Estimates - Need RFP to Validate	
		2011	**2012**
Main Activity		*Approved (7/20/2011)*	Preliminary
Professional Services/Special Projects	*Sub-Activity* *(The number preceding each activity represents the"first cut" relative priority defined by the the Coordinagting Committee in June.)*	*$57,900*	*$57,700*
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs		
	(ongoing) Pursue Enhancements to TBD Regional Datasets / Services / Applications (*Define through TBD process -B1, below*)		Staff?
	(1) Redesign & Re-Launch MetroGIS Web-site Incorporating Social media (***includes online collaborative forum***) Phase I 2011	Staff	$15,000
	(2) Implement/Enhance Address Points Editing Tool (*Move from prototype to operational - $10,000 total. Premature as of September 6 to decide if part/all in 2012*)	$10,000	$5,000
	(3) Explore Regional Base Map Service (*Initial attempt to act on new objective to "push" data to commercial providers*)	Staff *(time permitting)*	Staff
		Staff	Staff
	B. Organizational Development and Communication Projects		
	(2011) Next-Generation MetroGIS Needs Assessment / *Includes prototype process to identify improvements to Regional Solutions*	$35,000	
	(2011) Study to define New Street Centerline Collaboration Model (*2-yr Contract in place October 2010*)	$10,400	$12,700
	(4) Develop Leadership Succession Plan	Staff	Staff
	(1) Outreach Plan (*refine objectives in 2011 including Website and On-line Forum (A1, above). Complete Plan in 2012*)	Staff	$5,000
	(2) Streamline MetroGIS processes to improve nimbleness (*includes refining what is meant by "regional significance"*)	Staff	
	(5) Develop Performance Metrics Phase II (*How well doing to achieve 8 strategic objectives?*) / Plan to Sustain Critical Competencies (*See Strategy 1 on Pg 48 of 2008-2011 Business Plan*)		$15,000
	(3) Define Organizational Structure for Cost Sharing Across Sectors (*dependent on specifics of Public-Private partnership -#A4*)		?
	C. Discretionary (*Per 6/23/11 Coordinating Committee recommendation, up to $5,000 designated for Staff/leadership to use to achieve defined objectives. Formal amendment scheduled for 2nd reading at October Policy Board meeting*)	$2,500	$5,000
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (contract payments to counties per agreement)**	*$28,000*	*$28,000*
Outreach	**Brochures for Website & Hand outs /Web domain registrations (www.metrogis and www.datafinder - $36/ea)**	**$100**	**$300**
		$86,000	**$86,000**
	Projects not listed because no funding from MetroGIS budget:		
	- Quantify Public Value Study - $50,000 NSDI CAP Grant		
	- Parcel Data Sharing Agreement - Funded by the Metropolitan Council from another source		
	- Testing of Geosptial Commons - Joint Project with MnGeo with voluntary support		

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO:　　　　Coordinating Committee

FROM:　　　Policy Board
　　　　　　　Staff Contact: Randall Johnson, MetroGIS S6taff Coordinator (651-602-1638)

SUBJECT:　Lightening Round – Share Ideas for Regionally Significant Initiatives

DATE:　　　August 19, 2011
　　　　　　　(For Sept 22nd Meeting)

INTRODUCTION

As a first step to strengthen communication opportunities, Committee comment is requested about the idea of setting aside time 15-30 minutes on each Committee agenda to talk about emerging geospatial needs that may be candidates for use of MetroGIS resources.

BACKGROUND

Work is anticipated to begin shortly on refining objectives/requirements for an on-line collaboration forum, a top priority outcome of the recent MetroGIS Needs Assessment endorsed for action on July 20 by the Policy Board. Major objectives for this forum include improving communication among MetroGIS stakeholders and between stakeholders and MetroGIS leadership. (See the Reference Section for the complete summary of Policy Board's discussion.)

During the Policy Board's discussion of the findings of the Needs Assessment Committee Member Knippel mentioned that a goal of the proposed on-line forum should be to provide a means for Coordinating Committee members to effectively communicate with their respective consistencies to enable each member to better advocate for collaborative action (e.g. watershed district representative staying in touch with individuals affiliated with other metro area watershed, etc.). This idea has been incorporated into the desired project specifications.

DISCUSSION

As ideas are shared, they would be passed along to MetroGIS leadership via various methods to decide if they rise to the level of significance that warrants allocation of MetroGIS resources. One method to share these ideas with MetroGIS leadership could be via a "lightening round" at each Committee meeting.

Do Committee members believe that it would be could use of your time to set aside a limited amount of time (e.g., 15 minute) on each agenda to call attention to emerging geospatial-related?

RECOMMENDATION

That the Coordinating Committee decide if a standing topic (Lightening Round) should be included on each Committee agenda to provide members with an opportunity to share emerging needs/ideas they believe rise to a level of regional significance.

REFERENCE SECTION

Excerpt from July 20, 2011 Policy Board meeting – Needs Assessment Results and Next Steps:

a) **Next Generation MetroGIS Needs Assessment-Action Recommendations**
b) **2011 MetroGIS Work Plan and Budget Refinements / Direction 2012 Work Plan**
Randall Johnson, MetroGIS Staff Coordinator, and Sally Wakefield, Coordinating Committee Chairperson, presented agenda items 5a and 5b as a single [presentation](#).

Johnson began the presentation with an overview of MetroGIS's current policy foundation, review of the current 2011 work plan, and the major milestones in the Needs Assessment process to provide context for the second part of the presentation –summary of each new project and the Coordinating Committee for work programming for the next 18 months. Chairperson Wakefield presented the second half of the presentation. At the completion of the presentation, Board approval was requested for the Committee's recommended revisions to the 2011 work plan and for comment on the preliminary 2012 work plan.

Rick Gelbmann, GIS Manager for the Metropolitan Council, announced that the Council recently hired an individual (Janie Norton) to fill a new GIS Project Manager position and that this position was created to provide technical support for MetroGIS. Gelbmann noted that Janie will start on July 25 and will be supporting several of the projects described in this presentation. Chairperson Schneider encouraged Council management to permit Janie to be exposed to relevant conversations of the Policy Board and Coordinating Committee and others in addition to working with technical personnel so that she is better able to make connections been needs and resources.

Motion: Member Reinhardt moved and Member Elkins seconded to revise the 2011 work plan and budget as recommended by the Coordinating Committee and presented in the agenda report. Motion carried, ayes all.

Member Reinhardt asked the Member Elkins if the Council expects any issues with funding the 2012 budget as anticipated in the agenda report. Member Elkins did not anticipate any changes. No changes were offered to the list of preliminary 2012 projects presented.

c) **Amend Operational Guidelines – Create Strategic Steering Committee and Modify Rules for Executive Committee of the Policy Board.**
Randall Johnson, MetroGIS Staff Coordinator, commented that this agenda item is in response to two organizational issues identified during the recent Needs Assessment. He noted that the purpose of this evening's discussion is to share concept solutions with the Board for direction. Refined proposals would then be presented for Board consideration at the October meeting.

Johnson explained that the first issue is a concern that the MetroGIS organization lacks flexibility to react quickly to opportunities. The second is that the Board has struggled with how to best provide strategic direction when the members are not experts in the use of the technology. A separate concept solution was offered for each shortcoming. A summary of the subsequent discussion and action for each follows:

1. Create new Strategy Steering Committee:
   Member Reinhardt commented that she is uncomfortable with delegating this important activity to small group of people. Her concern was echoed by others. After a wide-ranging conversation, the group concluded that creating a new committee is not appropriate, rather emphasis should be put on implementing an on-line collaboration environment to build upon the Coordinating Committee, whereby through an open process individuals can self-organize

into communities of interest, share values and needs, and in so doing <u>MetroGIS leadership is able to continuously monitor emerging stakeholder needs and modify strategic direction, accordingly</u>.

All also agreed that the proposed Outreach Plan project component that relates to the Website redesign/on-line forum creation initiative is the place to start and that organizational changes are at best premature. The key is <u>define the type of mechanism that will be most effective to bring new strategic ideas to light –integrating the committee with the electronic forum, or expanding a Coordinating Committee, or some combination of both</u>. There was also some discussion about exploring recruiting committee members as representatives of disciplines (e.g., land planners, economic development, public safety, etc.) as opposed to organizations (e.g., cities, counties, agencies). In the end, all concurred that the emphasis should be on creating a good tool capable of attracting interested people and fostering dialogue among communities of interest that have potential to bring resources to the projects of shared need.

2. <u>Amend Rules for Executive Committee of Policy Board</u>
   Member Reinhardt agreed that the suggested modifications to the existing rules addressed the operational deficiency. Other concurred and agreed with Member Reinhardt's suggestion to refining the membership section (Section a) to remove mention of the "Chairperson, Strategic Steering Committee" and stipulate that the Chair of the Coordinating Committee is an Ex Officio (no-voting) member.

   Motion: Member Reinhardt moved and Member Elkins seconded to direct the Coordinating Committee to refine the language as agreed to by the Board and bring the revised amendment back to the Policy Board at the October meeting for second reading and final approval. Motion carried, ayes all

Chairperson Schneider commented that these changes, while important, will not change the fundamental way that we do business. He encouraged the Coordinating Committee to continue to explore opportunities to bring non-government interests to the table to ensure MetroGIS is able to continually incorporate new ideas that keep the organization relevant and increase the potential of capturing additional resources through ambitious collaborative ventures. For instance, he noted that several organizations are making good progress at marketing the Twin Cities region. He challenged the Committee to reach out to these organizations and offer the significant expertise possessed by the geospatial community to supplement their resources.

Chairperson Schneider also offered a thought that if the proposed new on-line collaboration tool could encourage individuals to gel as communities of interest; those communities could be offered a seat at the MetroGIS table to influence policy and activities.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 6e

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration Topic – October Policy Board Meeting

DATE: August 15, 2011
(For Sept 22nd Meeting)

<u>INTRODUCTION</u>
The Committee is asked to:
1) Affirm its previous selection of the demonstration candidate entitled "*TIES Efforts To Foster Greater Use Of GIS Technology By Metro Area School Districts*" for the October, 19th Policy Board meeting.
2) Offer advice for survey to identify demonstration candidates for Policy Board meetings in 2012.

<u>PREVIOUS COMMITTEE ACTION</u>
The Policy Board has asked for a demonstration of GIS based technology at each of its meetings. At its March 24th meeting, the Committee agreed on the following GIS Technology Demonstration topics for the remainder of the Policy Board meetings in 2011:

April: <u>Scott County – Collaborative Internet Application for Road Closures.</u> *Presenter – Jim Bunning*

July   <u>GIS Web Viewer - Exploring and Discovering Recreational Opportunities</u> – *Presenters - Matt Koukol (Ramsey County) and Brian Fisher (Houston Engineering).*

October: <u>TIES Efforts To Foster Greater Use Of GIS Technology By Metro Area School Districts</u> – *Presenter- Dick Carlstrom (TIES) and possibly Policy Board member Dan Cook (TIES).*
<u>Overview:</u> Demonstrate how GIS technology and regional data solutions (parcels, street centerlines, city/county boundaries, etc) are being used across TIES' membership districts for enrollment projections, school boundary determination and other applications. Member Carlstrom has confirmed his availability to make this presentation.

<u>DEFINING GIS TECHNOLOGY DEMONSTRATION CANDIDATES FOR 2012</u>
A survey of Policy Board and Coordinating Committee members has been conducted the past two years to identify demonstration topics. The initial survey was then followed up with a ranking exercise to decide the top four candidates. Is this method still preferred? Does the Committee have any preferences for guiding the process of identifying candidate presentations?

<u>PREVIOUS PRESENTATIONS</u>
See the attached listing.

<u>RECOMMENDATION</u>
That the Committee:
1) Confirm the presentation offered by TIES as the technology demonstration topic for the October 2011 Policy Board meeting.
2) Offer advice on a method to define demonstration candidates for Policy Board meetings in 2012.

REFERENCE SECTION

CANDIDATES – 2012

1) Chairperson Wakefield attended a presentation on June 8 by Brendon Slotterback, who talked about concept of "location efficiency"- describing places that maximize investments in public infrastructure while locating people close to other amenities. See message below for more information about this topic.

   Quoting Chairperson Wakefield "… During the presentation, Brendon plugged MetroGIS often – all of the data used in the analysis was made available via MetroGIS and he identified some data needs as well. Given that HUD is now using these criteria to score grant applications and location efficiency is becoming more accepted as a planning criteria coupled with the fact that this analysis was built using MetroGIS data I thought it might make a good presentation for the policy board. This is ***the*** trend of the future among the land use planning wonks."

2) MnDOT Collaborative Initiative to Improve Sharing of Parcel and ROW data. Article in June 2011 Issue of APWA Reporter

_____

Message from Sally Wakefield
Date: June 8, 2011

Randy,

I just attended a Twin Cities Research Group (TCRG) brown bag presentation based on a GIS based regional analysis of areas that would meet location criteria for sustainable design developments or LEED-ND criteria. The buzzword these days is "location efficiency" and as a geographer I love that term. It describes places that maximize investments in public infrastructure while locating people close to other amenities and, in this case, avoiding sensitive ecological areas. The analysis was presented by Brendon Slotterback. If you don't know Brendon he is a land use planner, currently with Hennepin County but has worked for Dakota, Bonestroo and the U of M. Todd Graham helps to organize TCRG presentations and was today's host/moderator.

During the presentation Brendon plugged MetroGIS often – all of the data used in the analysis was made available via MetroGIS and he identified some data needs as well. Given that HUD is now using these criteria to score grant applications and location efficiency is becoming more accepted as a planning criteria coupled with the fact that this analysis was built using MetroGIS data I thought it might make a good presentation for the policy board. This is ***the*** trend of the future among the land use planning wonks.

Here is a link to Brendon's website that includes the resultant map: http://netdensity.net/leed-nd-and-regional-planning/ though I don't see the PowerPoint there, he does provide information about the analysis. As a regional planning wonk he does make some policy recommendations at the end of his presentation that may ruffle some feathers so it would be important to be sensitive to that. It is a powerful analysis and though most places identified are in the core metro, there are places in each county that "score" highly as well, and more that could maximize "location efficiency" if more density were allowed. The presentation itself should be posted here soon: http://tech.groups.yahoo.com/group/TCRG/files/Monthly%20Brown%20Bag%20Presentations/

I would be glad to talk more if you think might hold interest for the CC or PB. I believe it would be of great interest to the Policy Board.

Sally

***PAST* POLICY BOARD GIS TECHNOLOGY DEMONSTRATION TOPICS**

- July 2011   GIS Web Viewer-Exploring and Discovering Recreational Opportunities (Anoka, Carver, Ramsey, Scott)
- Apr 2011   Scott County – Collaborative Internet Application for Road Closures
- Jan 2011   LOGIS's gGov Application
- Oct 2010   Emergency response maps consistent across jurisdictions, based on U.S. National Grid
- Jul 2010   Multi-county collaboration for public access property information application
- Apr 2010   Coordinated Data Management via Internet - Council and Counties
- Jan 2010   How Use of Shared Web Services is Improving Organizational Efficiencies
- Oct 2009:   Red River Valley Flood Response
- Jul 2009:   LOGIS –Improving Service Delivery through Collaborative GIS Programs
- Apr. 2009:   Safe Road Map Project – University of Minnesota Connection
- Jan. 2009:   Twin Cities Economic Development Website
- Oct. 2008   Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008:   Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008:   Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008:   GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007:   Metropolitan Mosquito Control District's Web Application
- Jul. 2007:   Metropolitan Council's new "Maps" Web site
- Apr. 2007   Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007:   Effective Decisions Through Effective Data Distribution
- Oct. 2006:   M3D Internet Application
- Jul. 2006:   State Geospatial Architecture
- Apr. 2006:   Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006:   *No presentation*
- Oct. 2005:   Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005:   Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005:   How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005:   Regional Mailing Application
- Oct. 2004:   Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004:   City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004:   Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004:   Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003:   GASB34 – GIS Technology's Relevance
- Jul. 2003:   Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003:   Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003:   Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002:   Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002:   MetroGIS DataFinder Café Rollout
- Mar. 2002:   Presentations from each metro county regarding their respective GIS programs
- Jan. 2002:   GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001:   TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001:   DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café)*
- Apr. 2001:   LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001:   Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000:   North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000:   DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000:   Regional Parcel Dataset (Version 1)
- Jul. 1999:   Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999:   North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998:   Orthoimagery and its Uses
- Sep. 1998:   DataFinder and Dakota County's Parcel Query Application
- Jan. 1997:   Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 6f

TO: Policy Board

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

SUBJECT: State Government Shutdown – Reflections: Impacts and Opportunities

DATE: August 3, 2011
             (For Sept 22 Meeting)

INTRODUCTION

The purpose of this agenda item is to provide the Committee with an opportunity to reflect on:
- Affects of the state government shutdown relative to the geospatial community.
- Opportunities for MetroGIS to assume leadership to avert these issues in the future.

SERVICES IDLED

MetroGIS relies upon the state to host two web services (Geocoder and Best Image) which it catalyzed to address shred information needs and our main information website (www.metrogis.org). Work-arounds to bring all three services back on line were in place within a day or two – thank you Metropolitan Council GIS Unit and SharedGeo.

POLICY BOARD DIRECTION

In a related conversation at its July 20th meeting, the Policy Board concluded:

> "… from this point on, custodial roles and responsibilities for regional solutions must include a plan to ensure access is lost to the primary dataset, service, or application. It was agreed that redundancy (Continuation of Operation) planning should not be limited to services/data classified as "critical", but rather if there is any connectivity, there needs to be a plan to ensure the asset can be accessed 24/7. If this surety is not provided, trust will be compromised and organizations will revert to inward looking solutions at the expense of collaborative solutions."

DISCUSSION

The MetroGIS community has worked hard for well over a decade, in concert with the statewide geospatial community, to minimize duplication of effort regarding development and management of geospatial resources. These efforts have resulted in tremendous gains in efficiency by many organizations. Unfortunately, none of these collaborative solutions included a backup plan in the event the servers were taken down.

The state government shutdown provided a wakeup call that demonstrated that planned redundancy is important regardless of whether a service is deemed "essential" or "mission critical". All collaborative solutions promoted by MetroGIS, the state, and others have to be able to be trusted to be available when needed to ensure that organizations continue to view collaborative efforts as worth their investment and to avert return to reliance upon internal solutions.

RECOMMENDATION

That the Coordinating Committee:
1) Require inclusion of a plan to ensure Continuation of Operations in its recommended courses of action for solutions to shared geospatial needs (e.g., Regional Policy Statements) to ensure solutions fostered by MetroGIS are not lost due to lack of redundancy.
2) Encourage the leadership of the Best Image and Metro Geocoder Service projects to offer Regional Policy Statements for consideration at the Committee's December 2011 meeting.
3) Invite the leadership of the Best Image and Metro Geocoder Service projects to offer alternatives to the current Regional Policy Statement method of assigning custodianship, if a change in the current method is needed to ensure uninterrupted access to web services.
4) Direct MetroGIS staff to conduct a survey to examine how users were impacted while web services were idled in the early days of the state government shutdown.

Meeting Summary
MetroGIS Coordinating Committee
Metropolitan Counties Government Building
September 22, 2011

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:05 p.m. He asked the members and others in attendance to introduce themselves. Rick Gelbmann introduced Janie Norton, as MetroGIS's new Project Manager, noting that her position is intended to serve in a similar capacity to the Technical Coordinator position that MetroGIS identified as a need in the 2008-2011 MetroGIS Business Plan. Chairperson Wakefield welcomed Ms Norton to the MetroGIS team said that she was thrilled that someone with her expertise is now available to assist with MetroGIS initiatives. The Committee also welcomed her to the team.

Members Present: *Academic:* Francis Harvey; *Cities:* Bob O'Neil (Metro Cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Peter Henschel (Carver), Gary Swenson (Hennepin), Jim Bunning (Scott); Matt Koukol (Ramsey), David Brandt (Washington); Randy Knippel (Dakota); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Nancy Read (Metropolitan Mosquito Control District), and Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), *Schools*: Dick Carlstrom; *Non-Profits*: Sally Wakefield (Envision Minnesota), *Special Expertise*: Brad Henry (U of M) and Ben Verbick (LOGIS), *State*: Chris Cialek (MnGeo) and Bart Richardson for Tim Loesch (DNR); and *Utilities*: Allan Radke (Xcel Energy).

Members Absent: *Cities:* Mark Maloney (Metro Cities - City of Shoreview); *Federal*: Ron Wencl (USGS); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board; *Non-Profits*: Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits); *GIS Consultants*: Larry Charboneau (NCompass Technologies), *State*: Joella Givens (MnDOT); and *Watershed/Water Management Organizations*: Melissa Baker, Capital Region Watershed District.

Open Seats: *Business Geographics and Cities* (Metro Cities)

Support Staff: Randall Johnson, MetroGIS Staff Support Team,

Visitors: Allison Brummel, Nora Riemenschneider, and Todd Graham (Metropolitan Council – Corridors of Opportunity Project)

2. ACCEPT AGENDA

Member Henry moved and Member Bitner seconded to approve the agenda as submitted with the exception of Item 6b, which Member Vander Schaaf requested to be postponed until the December meeting. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Bitner moved and Member Brandt seconded to approve the June 23, 2011 meeting summary, as submitted except from changing the "He" to "She" in the first line on the first page. Motion carried, ayes all.

4. SUMMARY OF JULY POLICY BOARD MEETING

Chairperson Wakefield asked if the members had any questions about the material presented in the packet. The Staff Coordinator noted that in response to the State Government shut down, the Board has asked the Committee to include a continuity plan for all web services that are implemented as regional solutions via MetroGIS's efforts. He mentioned that proposals are expected at the Committee's December meeting for the Best Image and Geocoder Services.

5. UNFINISHED BUSINESS

a) **Scenario and Visualization Tools – Corridors of Opportunity Initiative**

Member Vander Schaaf introduced the topic by noting the broad goal of the Corridors of Opportunity Initiative is to develop a model for how to accomplish comprehensive planning for transit corridors. He also noted that the goal is to establish institutions so that the model can be put in to practice after the grant funded initiative expires. He then asked Allison Brummel, the Corridors Project Manager, to offer any additional introductory comments about the broad objective. She noted that another major focus of the project is to reach out to communities that tend to be under-represented in planning processes. Ms. Brummel closed by noting that they are struggling to figure out how to do so effectively and introduced Todd Graham to share the research he has completed to define visualization tools that if broadly used will improve participation by these and other communities. The goals of the visualization component and for the entire "Corridors" initiative are presented in a slide presentation presented by Mr. Graham. As Mr. Graham progressed through his presentation he invited the Committee members to offer comment on the results of research designed to define best fit visualization tool(s).

Chairperson Wakefield comments that she had asked for Mr. Graham to speak to the Committee to explore opportunities to potentially enhance the proposed tools if they were tied more closely to the GIS environment, that is provide more connectiveliy6t to rich data environment maintained by the GIS community and to identify any data gaps important to rolling out the visualization tools that the MetroGIS community might be able to assist with closing.

A wide-ranging conversation ensued. Some noted that there is big leap in terms of cost (in excess of $30,000) between what they can do inexpensively today and what the citizens are beginning to expect, based upon their experience with sophisticated games and applications emerging in the private sector. It was noted that there is likely room for a middle of the road solution but the biggest challenge will continue to be to get citizens to participate.

Notwithstanding, Henry commented and others agreed that the visualization project is on the right track. He stressed that the dollars are on the engineering side of the equation and that this tools can leverage those resources to greatly improve communication with citizens through these tools. Henry also mentioned that all of the data types identified in the presentation should be on the both the engineers' and planners' systems at the start of the projects to support rapid prototyping. Is this were to be the case a huge opportunity for the GIS and engineering communities to more closely. He closed by stating that MnDOT and others are moving to 3D design and these tools will compliment that transition.

All concurred that these tools are important and valuable because they are expected to create an environment capable of bringing together engineers, planners, and citizens so they have a common understanding of vision for a particular initiative.

Mr. Graham was thanked for sharing his research.

6. **ACTION AND DISCUSSION ITEMS**
a) **Modify Rules for Executive Committee of Policy Board**
   Randall Johnson, Staff Coordinator, summarized the proposed changes to the operating guidelines presented in the agenda packet.

   Motion: Bitner moved and Read seconded to recommend that the Policy Board modify MetroGIS's Operating Guidelines, as presented in the agenda report presented in the Committee agenda packet, with the understanding that the term "ex-officio" will be preceding by the "non-voting member" for clarification purposes. Motion carried, ayes all.

(Item 6b – Refine Definition of Regional Significance was postponed to the December meeting when the agenda was approved.)

c) **Preliminary 2012 Work Plan and Budget**

Staff Coordinator Johnson noted that the proposed work plan reflects general direction provided by the Committee at its June meeting. He also mentioned that it is difficult to be more specific at this time because the testing of Address Points Editing Application ran into an unexpected delay which most likely will result in the need to fund much, if not all, of the project enhancements in 2012, assuming the Committee concurs that the project warrants further support.

Johnson then invited Members Knippel and Verbick to describe the issues that had been encountered with the Address Points Editing Application and their understanding of testing process. After a wide ranging conversation, it was agreed that the project should remain a priority. The Committee also requested that staff keep the Committee apprised of efforts taken to capture as much of the 2011 funding for the Address Points Editor as possible by allocating to other uses that have been defined as priorities.

The Committee also concluded that the previous low priority assigned to leadership succession planning should be revised to high priority for 2011 and concluded that no funding is necessary at this time. Bitner thanked Gelbmann for his efforts to secure a new Project manager position but also commented that he would prefer more input from the MetroGIS community when critical support positions are filled. Bitner volunteered to lead a Succession Planning Workgroup, with the understanding others would volunteer to participate, for the purpose of formalizing a means to: 1) nimbly interact with the organization that supplies the subject support person and 2) effectively transition among Board and Committee leaders.

Motion: Member Brandt moved and Member Bitner seconded to create a Succession Planning Workgroup. Motion carried, ayes all.

Chairperson Wakefield and Member Gelbmann volunteered to work with Member Bitner. Staff was asked to send a message to all Committee members to ask them to consider volunteering to serve on this workgroup. (*Editor's note: This message was sent to all Committee members on September 23. No additional volunteers were noted.*)

The final discussion around concerning work planning involved moving on the Phase I of the Website redesign project. Member Read volunteered to host a one-time brainstorming session to develop a high level strategy as defined in the agenda materials. Members Brandt, Gelbmann, and Knippel volunteered to participate with Member Read.

Staff was asked to send a message to all Committee members to ask them to consider volunteering to serve on this workgroup. (*Editor's note: This message was sent to all Committee members on September 23. No additional volunteers were noted.*)

d) **Lightening Round – Ideas for Regionally Significant Initiatives**

Staff Coordinator Johnson summarized the proposal, as outlined in the agenda report. After a wide ranging discussion, it was agreed that each committee member should be given up to 1 minute to share ideas at the beginning of the meeting that they have for a regionally significant initiatives. It was agreed that this space on the agenda will become more important once the on-line collaboration tool is operational and Committee members have an effective means to communicate with their respective constituencies.

e) **GIS Demonstration for October Policy Board Meeting**

The Staff Coordinator informed the group that Dick Carlstrom is prepared to present at the October Policy Board meeting as earlier requested by the Committee.

All concurred that the presentation ideas listed in the agenda report should be included in the survey proposed to be conducted to set the topics for 2012 (Brendon Slotterback, on concept of "location

3

efficiency" and MnDOT's Collaborative Initiative to Improve Sharing of Parcel and ROW data as explained in an article in June 2011 Issue of APWA Reporter.

f) **Reflections on Impacts of MN State Government Shutdown**
All concurred that a contingency plan is a must but that it should be permissive, that is, the policy statement for each regional service-based solution should be stated as follows: It is our intent that this and any other service that is stood up through MetroGIS's efforts should (*note permissive –not mandatory*) have a contingency protocol to protect against loss of availability. The Committee concurred that as long as the statement is permissive there is no unfunded mandate and therefore no need to conduct a survey of impacts on the community experienced by stakeholders when the current regional services were down for a few days.

6. **MAJOR PROJECT UP-DATES**
No comments offered.

7. **INFORMATION SHARING**
No comments offered.

8. **NEXT MEETING**
The next meeting of the Coordinating Committee is scheduled for Thursday, December 15, 2011.

9. **ADJOURN**
The meeting adjourned at 3:28 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS   **Coordinating Committee**

Cooperation, Coordination, Sharing Geographic Data

Thursday, December 15, 2011
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 4:00 p.m.
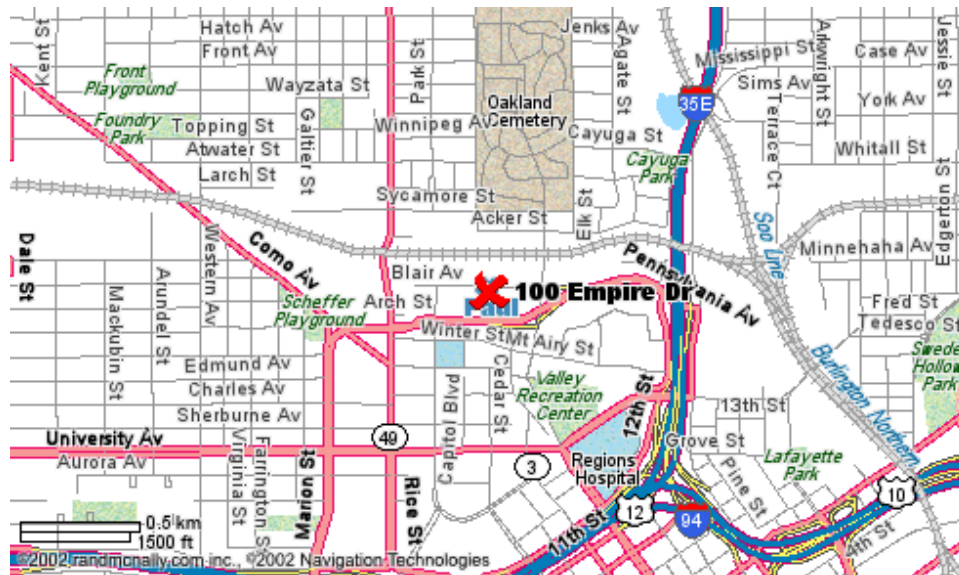*See directory in lobby for meeting room location*

AGENDA

******************** *Following Reports Distributed Only Via MetroGIS Website* *********************

8. **Major Project Updates (**Those Projects Not Considered in Item 7**):**
   a) DataFinder Platform Updated
   b) Quantify Public Value (QPV) Study (*January Policy Board Presentation*)
   c) Explore New Collaborative Street Centerline Data Maintenance Model
   d) Plan for Enhancing Endorsed Regional Data Solutions
   e) Next-Generation Regional Parcel Data Agreement
   f) Redesign MetroGIS Website and Create Mechanism for On-Line Collaboration
   g) Address Points Editing Tool Development & Regional Address Point Dataset Implementation
   i) Regional Policy Statement (*Composite Image Service /Geocoder*)
   h) Performance Measures – (*on hold for QPV Study results*)
   i) Investigate Public Private Partnership & Appropriate Organizational Structure for Collaboration Across Sectors

9. **Information Sharing:**
   a) November 29th MGAC Meeting and Membership Appointments
   b) Geospatial Commons (*Collaborative project of MetroGIS and MnGeo*)
   c-d) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates

10. **Next Meeting**
    March xx, 2012

11. **Adjourn**

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 for more information

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Highlights -October 2011 Policy Board Meeting

DATE: November 29, 2011
             (For the Dec 15th Meeting)

The following **major** topics were considered / acted on by the Policy Board on October 19. Refer to the meeting minutes for information about each item and other topics considered by the Board.

1. **2012 Preliminary MetroGIS Work Plan and Budget**

   No changes were offered to the preliminary 2012 work plan and budget suggested by the Coordinating Committee at its September meeting.

2. **Modifies Rules for Executive Committee of the Policy Board**

   To provide flexibility to act in a timely manner, the Policy Board adopted changes to MetroGIS's Operating Guidelines which govern the Executive Committee of the Policy Board to authorize it to both authorize projects and modify project funding up to $50,000.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Lightening Round – Ideas for Potential Collaborative Initiatives

DATE: November 29, 2011
              (For the Dec. 15th Meeting)

INTRODUCTION

Coordinating Committee members are invited to share ideas for potential collaborative initiatives they believe rise to a level of significance appropriate for investment of MetroGIS resources or advocacy for other institution (e.g., MnGeo) to do so.

PRIOR COMMITTEE CONSIDERATION

At the September meeting, Committee members agreed that at the beginning of each meeting, each Committee member should be given up to 1 minute to share any ideas that they may have for potential regionally significant collaborative initiatives. It was agreed that this agenda item will become more important once the on-line collaboration tool is operational and Committee members have an effective means to communicate with their respective constituencies.

RECOMMENDATION

That Committee members offer ideas for collaborative initiatives that rise to a level of significance that MetroGIS should consider investing its resources or actively advocate for others to do so.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Definition of "Regional Significance"

DATE: August 8, 2011   (***Postponed to December 15 meeting***)
             (For Sept 22nd Meeting)

INTRODUCTION

Direction is requested from the Coordinating Committee regarding the definition of "regional significance"; the finding required for MetroGIS to invest its resources in a particular project or initiative.

POLICY BOARD DIRECTION

During the recent Next Generation MetroGIS Needs Assessment, a suggestion was offered that MetroGIS should consider investing in data development projects even though the data would not encompass the entire seven-county, Twin City metropolitan area[1]. On July 20, 2011, the Policy Board asked the Coordinating Committee to revisit the finding of "regional significance" to ensure that important opportunities are not being inadvertently overlooked, in particular, involving research and development-focused projects.

MEANING OF "REGIONAL SIGNIFICANCE"

<u>Data:</u> "Regional significance" or "regionally significant", relative to data development projects, is currently construed to mean that the deliverable must:

   a) Encompass all seven counties and address an information need of multiple organizations represented on the Policy Board
          OR
   b) Be classified as "critical to society".

The term "regional significance" was first used by MetroGIS in 1997 to ensure its limited resources were invested to accomplish solutions to the highest priority shared information needs. At that time, the Policy Board endorsed thirteen shared information needs that became the focus of MetroGIS's data developments for several years. *It is important to note that as "framework datasets", all of the resulting endorsed regional data solutions ("regionally significant") have been designed with the potential to be integrated into a statewide/national data fabric.* In 2002, following the 9/11 tragedy, the Policy Board recognized that certain data have a higher societal value than others and that these "critical data" should be invested in by MetroGIS, even though important to the operations of only a limited number of stakeholders. This finding resulted in the addition of the "emergency response" data resource category to the original 13 priority information needs (see table in Reference Section).

<u>Geospatial Applications and Web Services</u>: In 2007, the meaning of "regionally significant" was expanded to include geospatial applications and web services. Until that time, with the exception of DataFinder, MetroGIS's emphasis had been on data-centric solutions to shared information needs. Applications and web services have never been subject to a seven-county, geographic extent-type requirement, as are data solutions. Rather, a finding is required that the *deliverable will "run" on and/or add value to an endorsed regional dataset(s) <u>and</u> will likely have broad applicability among*

---

[1] No specific data type was cited, only the concept that MetroGIS should consider modifying its definition of regional significance to permit investing in "high-value" data development that <u>would not have</u> a seven-county, geographic extent (e.g., development of data important to supporting regional transportation corridor planning and operations).

MetroGIS stakeholders in accordance with the "build once, share many times" guiding principle.
(See the Reference Section for more policy foundation information.)

<u>**DISCUSSION**</u>
Findings of regional significance should be flexible enough to ensure continued relevancy to changing stakeholder and society needs while providing a measure to effectively guide use of limited MetroGIS resources to accomplish solutions that have broad applicability.

In any given year, there are typically more investment opportunities than can be pursed with available MetroGIS funding. The finding of "regional significance" was enacted to establish relative priorities consistent with MetroGIS's mission. Typically, the more beneficiaries among organizations represented on the Policy Board, the higher the priority in accordance with the following guiding principles:

- "Build once and use many times"
- When choosing among investment options, pursue those… with greatest importance to the region…"

Staff believes that the current finding of "critical to society" provides adequate flexibility to invest in a data development project that would apply to less than the entire seven county area, if MetroGIS so chooses, without compromising the need to be selective in use of MetroGIS's resources. In this case, the principle tests should be that investment fosters continued MetroGIS relevancy to changing stakeholder needs and substantive public value would be created.

<u>**RECOMMENDATION**</u>
That the Coordinating Committee:

1) Decide if the current "critical to society" component of the "regional significance" finding is sufficient to govern MetroGIS investment decisions for data development projects that encompass geographic areas of less than the entire seven-county, Minneapolis- St. Paul metropolitan area.

   If the Committee believes the "critical to society" finding is **not sufficient**, how should the current "critical to society" finding be modified?

2) Are there any other changes to the current "regional significance" finding that should be considered?

REFERENCE SECTION

A. CRITERIA AND EVOLUTION OF THE TERM "REGIONALLY SIGNIFICANT"

In 1996, three major categories of strategic initiatives were identified for MetroGIS to pursue with its resources:

   1) Regional solutions to shared information needs   (*Regional Datasets*)

   2) Development of a means discover and access
       data via the Internet   (*DataFinder*)

   3) Organizational development and communication   (*Website/Strategic Planning/Outreach*)

In 1997, the Policy Board approved criteria to decide the original 13priority information needs. Endorsement of these criteria was required to ensure that limited funding was used for projects that improved efficiencies for the greatest number of organizations. Specifically, a decision was made that to qualify for investment of MetroGIS resources, solutions must apply to the business operations of at least 2 of the 5 categories of organizations represented on the MetroGIS Policy Board and that the benefiting organizations generally need to be dependent upon others to produce the data.

Data solutions to shared information needs (regional datasets), also have been required to include the entire seven-county, geographic area that is served by the MetroGIS community. This requirement was for two reasons:

  ✓ Foster consistency with the NSDI principle of continuous, interoperable data across the entire country for use by many (framework datasets – parcels, roads, boundaries). The term "regionally significant" was used to describe these framework datasets. Currently eight such datasets have been implemented through MetroGIS's efforts. The term "regionally significant" also currently applies to applications and services that enhance the usefulness of regional datasets.

  ✓ The goals of the MetroGIS's organization could not be fully accomplished if key stakeholders did not participate in framework data solutions.

In October 2007, the Policy Board adopted the 2008-2011 MetroGIS Business Plan through which the three initial funding focuses listed above were expanded to include a two additional funding opportunities:

  ✓ The meaning of "common information needs" should be expanded beyond "regional datasets" to also include web services (e.g., Metro Geocoder) and applications (e.g., GeoServices Finder) that address common information needs or enhance value of regional datasets. Use of the term "commonly-recognized need" was selected to accommodate this added flexibility.

  ✓ To pursue regional solutions information needs deemed critical to society but not necessarily common or critical to several categories of stakeholders; the threshold to pursue solutions for other regional solutions.

These concepts were incorporated into the following guiding principle, which is currently in effect:

 "Pursue collaborative, efficient solutions of greatest importance to the region when choosing among options."

The result has been over the past several years, in addition to fostering development and enhancement of regional datasets, MetroGIS project funding has also been routinely used to pilot several application and web services and fund at least one feasibility study related to a shared information need. Decisions as to funding priority have consistently been on the basis of potential to create the greatest public value.

B. GUIDING PRINCIPLES

Based on this "self-interest" assumption, MetroGIS is guided by several fundamental principles, including the following, which operate in concert with its vision and mission statements to guide MetroGIS decision-making and operations.

1. Pursue collaborative, efficient solutions <u>of greatest importance to the region</u> when choosing among options.
2. Ensure that actively involved policy makers set policy direction.
3. Pursue comprehensive and sustainable solutions that coordinate and leverage resources: i.e., <u>build once, make available for use by many</u>.
   - o Leverage the Internet and related technology capabilities.
   - o Value knowledge sharing as highly as data sharing.
   - o 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.
   - o Pursue interoperability with jurisdictions which adjoin the Twin Cities metropolitan area, seeking consistency with standards endorsed by state and national authorities.
4. Acknowledge that the term "stakeholder" has multiple participation characteristics: contributor of resources, consumer of the services, active knowledge sharer, potential future contributor, potential future user, continuous participant, infrequent participant.
5. Acknowledge that funding is not the only way to contribute: data, equipment and people are also valuable partnership assets.
6. Rely upon voluntary compliance for all aspects of participation.
7. Rely upon a consensus-based process for making decisions critical to sustainability.
8. Ensure that all relevant and affected perspectives are involved in the exploration of needs and options.
9. Enlist champions with diverse perspectives when implementing policies and carrying out activities

C. EXCERPT FROM 1997 BUSINESS OBJECT FRAMING MODEL PROJECT DOCUMENTATION

MetroGIS's use of this term dates back to 1997. It is the result of the discussions to decide a method to establish priority data needs that were better suited to a collaborative solutions, as opposed to that of individual organizations. Excerpt from the Business Object Framing Model Project Summary:

"…what do we mean by "core" or "<u>regionally significant</u>" <u>information needs</u>? Here are two ways to think about the issue …..

- <u>Data</u> that have cross-jurisdictional significance for organizations that serve the Metro Area.

- Geographically referenced . . . <u>data</u> that are accurate, current, secure, of common benefit and readily usable.

The fundamental MetroGIS question is: Which issues can only be addressed through collaboration among organizations that have responsibilities for areas smaller than needed to address the entire issue? <u>That is the essence of "regionally significance" as most of us have understood it</u>…"

The table presented in the following page illustrates how each of the initial priorities information needs rated on scales of importance to the five types of government organizations represented in the Policy Board as well as by organizational function (six high-level categories).

D. REGIONAL GIS PROJECTS' – INFLUENCE ON THE TERM "REGIONALLY SIGNIFICANT"

Another iteration of the term "regional significance" began with Regional GIS Projects program that launched in 2005. This program provided funding with MetroGIS resources for solutions that involved more than data.

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[2] 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[3]. 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.

---

[2] The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

[3] The MetroGIS Policy Board added this criterion at its October 2006 meeting.

The 13 priority information needs selected in May 1997, from which to launch MetroGIS's efforts to foster regional/collaborative solutions, were:

NEED #	DESCRIPTION OF INFORMATION NEED	SELECTION CRITERIA MET	SELECTION CRITERIA							WEIGHTED SCORE
			[In top 10 based on] ALL SURVEYS	2 OR MORE BOARD ORG	2 OR MORE FUNCTIONS	3 OR MORE BOARD ORG	3 OR MORE FUNCTIONS	4 OR MORE BOARD ORG	4 OR MORE FUNCTIONS	All Surveys
47	Jurisdiction boundaries	7	YES	YES	YES	YES	YES	YES	YES	3.38
42	Street addresses	6	YES	YES	YES	YES	YES		YES	3.22
10	Land use plans	5	YES	YES	YES	YES	YES			3.15
1	Rights to property	6	YES	YES	YES	YES	YES	YES		3.07
44	Parcel boundaries	6	YES	YES	YES	YES	YES	YES		2.97
31	Lakes, wetlands, etc.	4	YES	YES	YES		YES			2.95
4	Land use, existing	4	YES	YES	YES		YES			2.91
48	Census boundaries	4	YES	YES	YES	YES				2.91
2	Where people live	5	YES	YES	YES	YES	YES			2.85
6	Land Regulations	4	YES	YES	YES		YES			2.83
27	Highway/road networks	1		YES						2.80
71	Socioeconomic character of areas	1			YES					2.80
46	Parcel identifiers	2		YES	YES					2.78

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Election of Officers

DATE: November 23, 2011
                   (For the Dec. 15ᵗʰ Mtg.)

<u>REQUEST</u>
The Committee is respectfully requested to elect a chairperson and vice-chairperson for 2012.

<u>BACKGROUND</u>
1. Sally Wakefield, Envision Minnesota, is completing her third term as Chair of the Committee, having been initially elected to serve in this capacity at the December 2008 meeting.

2. Peter Henschel, Carver County, is completing his third term as Vice Chairperson of the Committee, having been initially elected to serve in this capacity at the Committee's December 2008 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.

<u>DISCUSSION</u>
Last December, the current officers each accepted reappointment to serve a third consecutive term. At this time, both officers are requesting that other Committee members serve in these roles.

<u>RECOMMENDATION</u>
Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2012.

COORDINATING COMMITTEE MEMBERSHIP

(As of October 25, 2011)

Name	Organization	Organization Type
Francis Harvey	University of Minnesota	Academic
Sally Wakefield	Envision Minnesota	Non-Profit
Jeff Matson	University of Mn – CURA on behalf of Mn Council of Nonprofits	Non-Profit
Brad Henry	Formerly URS Corp. & City of Minneapolis	Special Expertise
Ben Verbick	LOGIS	Special Expertise
vacant	(*Open since September 2008- fill after QPV Study*)	Private Sector (Business Geographics)
Larry Charboneau	NCompass Technologies/TLG	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)
Mark Maloney	City of Shoreview (Metro Cities)	Public - City
Harold (Hal) Busch/ Alternate Bob O'Neal	City of Bloomington (Metro Cities)	Public - City
Matt Koukol	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 Wencl	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
Melissa Baker	Capital Region Watershed District	Public - Watershed. District

Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry (1997) (*no vice chair in 1996*)
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 -2011	Sally Wakefield	Peter Henschel

M:\Teams\CC\Membership

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Randy Knippel, Member GECCo Workshop Support Team
                 Steve Swazee, Chair MnGeo Emergency Planning Committee
                           & GECCo Workshop Coordinator

SUBJECT: GECCo Workshop –Summary of Outcomes and Suggested Next Steps

DATE: November 29, 2011
                (For the Dec 15th meeting)

INTRODUCTION

The purpose of this report is to share the results of the Twin Cities GECCo Workshop that was held on October 27 and 28. "GECCo" stands for "Geospatially Enabling Community Collaboration.

Steve Swazee, Chair of the MnGeo Emergency Planning Committee and lead support for the GECCO Workshop, will summarize the result of the workshop at the December 15 Committee meeting. At the time of these writing, it was hoped that a written summary of the workshop results will be available to share with the Committee. A high-level summary of the event is provided Attachment A.

BACKGROUND – TWIN CITIES GECCO WORKSHOP

The Geospatial Technology and Information Association (GITA) developed the GECCo model and was the principal sponsor of the Twin Cities GECCo Workshop. The Twin Cities Workshop was the 8th such event hosted by GITA. The objective of the GECCo workshop series is to facilitate interactive discussion among key user stakeholders in a specific geographic area or region for the purpose of identifying and reducing barriers to sharing of geospatial data in times of emergency. (See Attachment B for more information about GITA's GECCo program).

For the first time, and central to the Twin Cities effort, not only did a wide spectrum of public and private sector geospatial and response resources for a region participate in the process but a number of decision makers also were invited in hopes of creating a lasting dialogue on geospatial data sharing that is both vertically and horizontally encompassing. Inclusion of policy makers was at the suggestion of MetroGIS, acknowledging that a core philosophy of MetroGIS is that decision makers must be engaged to catalyze action needed to actually accomplish desired solutions, in particular solutions that involve multiple organizations/sectors.

The Twin Cities GECCo was held at the Fort Snelling Officers Club. 84 people participated (69 practitioners and 15 decision makers), representing 67 different organizations. The workshop agenda is provided in Attachment C. Another 30 individuals attended the Dr. Carl Reed's keynote presentation on Thursday evening, for a total participation of 114 (although there is considerable double count for the evening event).

RELEVANCE TO METROGIS OBJECTIVES

At its January 2011 meeting, the Policy Board endorsed a Coordinating Committee proposal that MetroGIS co-host, with GITA, a GECCo Workshop in the Twin Cities, noting that doing so presents a timely and cost-effective opportunity to act on two high priorities of the MetroGIS Policy Board:
   1) Foster partnerships to collaboratively address shared geospatial needs and
   2) Improve use of geospatial technology among emergency responders.

RECOMMENDATION

That the Committee:
1)   Decide if it is appropriate for MetroGIS to volunteer to assume a lead role to address any next steps identified at the workshop (e.g., advocacy for broader use of the US National Grid).
2)   If appropriate for MetroGIS to take action on any next steps, decide the priority of such action relative to other initiatives included in MetroGIS preliminary 2012 work plan (Agenda Item 7f).

ATTACHMENT A

Twin Cities GECCo Workshop Summary
### (*Source: Randy Knippel for Dakota County Publication*)

Twin Cities GECCo

Over 75 people, from a variety of public, private, and non-profit organizations, attended a 2 day workshop to discover new ways they can work together to apply geospatial data and technology to help protect citizens and infrastructure in crisis situations.

GECCo stands for Geospatially Enabling Community Collaboration and represents an event jointly sponsored by the U.S. Department of Homeland Security (DHS) and the Geospatial Information and Technology Association (GITA). The focus of the event is centered on emergency preparedness, identifying barriers that would limit the effective use of GIS in disasters. This was the eighth in a series of GECCo events conducted over the last 5 years, but GITA facilitators made it clear that they felt this one was unique due to the high level of collaboration already occurring in the Minnesota.

The first day of the workshop provided background information from a variety of perspectives to achieve a common understanding of existing capabilities and issues. It included information gathered from past GECCO's, as well as presentations by the DHS, and the Civil Air Patrol, followed by 6 representatives from city, county, regional, and state agencies in Minnesota.

The second day focused on a tabletop exercise. Four smaller groups were formed and asked to discuss their reactions to a hypothetical, but highly plausible, scenario involving multiple tornados. Although emergency managers and responders likely conduct similar exercises, this is the first time such an exercise has been conducted in Minnesota with a GIS focus. The event also brought Dr. Carl Reed, CTO of the Open Geospatial Consortium (OGC), to the Twin Cities for a presentation on Thursday evening and again on Friday over lunch. The OGC currently has 440 members with a mission "To serve as a global forum for the collaboration of developers and users of spatial data products and services, and to advance the development of international standards for geospatial interoperability."
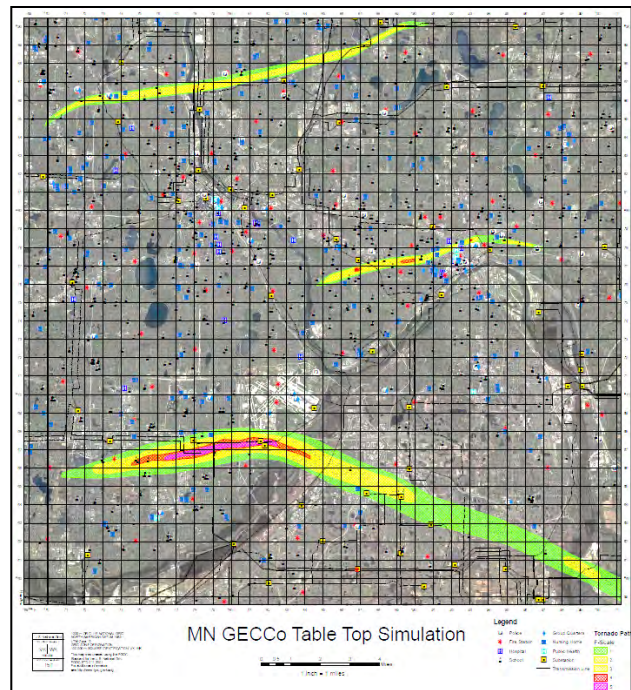
Tornado Scenario

The TCGECCo website includes more background information and all the materials used in the workshop. The final report and next-step actions will be posted there when they are completed. However, there clearly was strong support for formalizing relationships within the GIS professional community to create standardized data, maps and procedures, with an emphasis on the U.S. National Grid, to allow better collaboration for supporting disasters.

ATTACHMENT B

Geospatially Enabling Community Collaboration: The GECCo Initiative

Background

No matter the root cause of an emergency – terrorism, natural occurrences, or unintentional human error – the methods of responding to, mitigating, and ideally preventing reoccurrences are based on a coordinated approach that can be greatly enhanced by the use of geospatial information and technology. This cannot happen without enabling the many mutually dependent agencies and organizations charged with protecting our nation's citizens and infrastructure to efficiently and effectively share their information. GITA's GECCo initiative was developed to address the obstacles that need to be overcome before this can happen.

The GECCo Initiative

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

Results to Date

GECCo workshops have been held successfully in Honolulu, HI, Denver, CO, Western New York State, Seattle, WA, Tampa, FL, and Phoenix, AZ. The two-day sessions include representatives of local and regional area utilities, government agencies (local, regional, tribal, state, and federal) military units, medical community, and other user organizations. In each case, workshop participants gained valuable insight by identifying and discussing barriers to collaboration and how to overcome them, opportunities for sharing data, and defining keys to successful collaboration among public and private sector organizations. Following the most recent GECCo in Phoenix, AZ, a local working group was established to continue to identify better ways to cooperate to provide for public and private data sharing. As part of their effort to integrate the GECCo program with federal efforts, emphasis was placed on ongoing national directives and programs, including DHS/IICD and FGDC/NSDI initiatives.

Ongoing GECCo Activities

The GECCo initiative was intended to support ongoing federal, state, and local government programs from its inception, and GITA, DHS, and FGDC have maintained a dialog since then. GITA's goal is to assist in developing a replicable framework and toolset that stakeholders in communities across the U.S. can employ in constructing collaborative models for sharing data. Each succeeding GECCo workshop leverages the efforts and experiences of earlier versions. GITA's vision is a growing network of GECCo communities nationwide that will contribute to national directives and programs, while continuing to gain from each other's experiences. The next GECCo workshop has been announced for Dallas/Ft. Worth, TX in early 2011. This program will incorporate DHS and FGDC materials and processes to continue to integrate federal, state, and local efforts. Sites for additional GECCo initiatives include Washington, DC, Boston, MA, New York, NY, and Miami, FL. GITA has extensive local and regional contacts in utilities and government agencies in each of these locations.

About the Geospatial Information & Technology Association

Incorporated in 1982 as a non-profit educational association, GITA is headquartered in Aurora, Colorado. The mission of the organization is to provide education, information exchange, and applied research on the use and benefits of geospatial information and technology worldwide. Over the past several years, the association has become recognized as the thought leader in application of geospatial technology in solutions to our growing infrastructure-related problems. As such, it is the professional association and leading advocate for anyone using geospatial technology to help operate, maintain, and protect infrastructure assets. GITA's 2,500 individual members are geospatial professionals representing organizations such as electric and gas utilities, pipeline companies, telecommunications organizations, water and wastewater entities, and all levels of government. Association membership also includes over 100 corporate user affiliate companies (utilities and government agencies) as well as 80 of the leading providers of private sector geospatial services and solutions.

GITA is governed by a volunteer Board of Directors, currently numbering fifteen. The board reflects the diversity of the geospatial industry and an equal division between users and vendors is maintained. GITA has a staff of nine employees and has a history of strong management and financial reserves.

Contact: Robert M. Samborski
              Executive Director, GITA
              14456 East Evans Avenue, Aurora, CO 80014
              Tel: (303) 337-0513   Email: bsamborski@gita.org

ATTACHMENT C

Twin Cities GECCo Workshop Agenda

(*See Following Page*)

Location: Fort Snelling Officer's Club, State Hwy 5 & Post Rd, Saint Paul, MN 55101
(Just south of the Minneapolis-St. Paul International Airport, at the Fort Snelling State Park entrance)

Sponsors: The Geospatial Information and Technology Association (GITA) and Department of Homeland Security (DHS)

Admission: Event is *free*.
- Registration is by invite only *until* Noon on October 10th
- First come, first serve, *after* Noon on October 10th
- Event registration site: http://www.eventbrite.com/event/2176516018

Workshop Goal and Objectives

Workshop Goal:

To build on the experiences and knowledge gained from previous local and regional efforts in the greater Twin Cities area in order to further examine and begin resolving collaboration and geospatial information exchange issues that inhibit effective critical infrastructure protection, and emergency preparedness and response.

Workshop Objectives:

- Explain and document local geospatial constraints that could hinder disaster/emergency responders.

- Within the context of defining how the geospatial community can assist the emergency services sector:
  - Identify local initiatives and resources and discuss how to improve the flow of information and data among Federal, tribal, state, regional, and local data resources and stakeholders.
  - Gain an understanding of the geospatial programs, tools, methods, and data available from the Department of Homeland Security (DHS) for helping infrastructure managers, first responders, emergency managers, and homeland security officials.
  - Gain an awareness of geospatial standards and resources currently used by the disaster/emergency response GIS and remote sensing communities of practice.
  - Enhance understanding of Geospatial Information Technology (GIT) as a key tool for supporting critical infrastructure protection and emergency management and their interdependencies.
  - Examine data sharing and collaboration issues and opportunities among public and private infrastructure owners (governments, utilities, first responders, etc.).
  - Benefit from GITA's Geospatially Enabling Community Collaboration (GECCo) program body of knowledge from previous GECCo workshops in other regions, including how to turn data into actionable information for responders and decision makers at all levels and areas of interest.
- Define actionable next steps for improving collaboration, information exchange, and data quality/format needs to support more effective infrastructure protection, and emergency preparedness and response.

Workshop Agenda
Thursday, October 27, 2011 (Practitioner Focused Day)

8:00 am	**Registration, Light Continental Breakfast, Networking**
8:30 am	**Welcome and Introductions** – Bob Samborski, Executive Director, GITA • A brief introduction to the history of the program and acknowledgement of special guests

8:45 am	**Why Are We Here? –** Talbot Brooks, GECCo Facilitator, Center for Geospatial Information Technology, Delta State University, Cleveland, MS • Geospatial collaboration issues impeding effective response, • How these issues impact our nation's ability to protect critical infrastructure and respond to disasters, and • How geospatial technologies can improve all four phases of the emergency management cycle.
9:30 am	**Interdependencies of Infrastructure –** Dave DiSera, GECCo Lead; Member National Geospatial Advisory Council; EMA, St. Paul, MN • GECCo overview • Our nation's increasingly interdependent infrastructure and its relationship to modern society, • The impacts of single and cascading infrastructure failures, and • Geospatial information as critical infrastructure. (90 minute GITA background block is now complete)
10:15 am	**Break**
10:30 am	**DHS's Federal and Regional Efforts** – Scott Bailey, HIFLD to the Regions, Chicago, IL This presentation will cover the tools that NPPD/IP provides to federal, tribal, state, regional, and local governments for the collection, management, and visualization of infrastructure data to support national preparedness, response, and recovery efforts. As well as: • Information Exchange Broker (IEB) and HIFLD to the Regions (HTTR) roles and responsibilities • Homeland Security Infrastructure Program (HSIP) Gold and the various versions • DHS geospatial efforts in the Great Lakes
11:30 am	**A Brief Overview of Civil Air Patrol Capabilities –** Capt. Nash Pherson, Minnesota Wing, Civil Air Patrol • An often overlooked remote sensing capability that is available for Minnesota emergency planning and response efforts of all sizes • Activated and Federally funded as part of every major disaster (90 minute Federal background block is now complete)
Noon	**Networking/Working Lunch** • Seating shuffle for lunch • 12:20-12:50 PM – **"Standards"** - Talbot Brooks, U.S. National Grid Federal implementation grant holder: For geospatial information to be of value to the Emergency Services Sector, it must conform to standards the same way the rest of the sector does (NIMS/ICS).

1:00 pm	**Local Challenges and Issues –** Six timed presentations based on a common template, from three core communities (Infrastructure, Emergency Services (ES), Public Service): • A brief overview of the organization, • Examples of how the organization currently uses geospatial technology, • Challenges, issues, successes when it comes to providing geospatial information to/from others – particularly the Emergency Services Sector, and • What data/capabilities can the organization share with others – right now?
1:00 pm	**Infrastructure Presentation Number 1** – Paul Weinberger, MN Department of Transportation
1:20 pm	**Infrastructure Presentation Number 2 –** Bob Basques, City of St. Paul Public Works
1:40 pm	**ES Presentation Number 1 –** Dan Anderson, Hennepin County Emergency Preparedness
2:00 pm	**ES Presentation Number 2** – Gordon Chinander GISP, Metropolitan Emergency Services Board
2:20 pm	**Public Service Presentation Number 1 –** David Brandt, Washington County GIS
2:40 pm	**Break:** Snacks and drinks
3:00 pm	**Public Service Presentation Number 2 –** Randy Knippel, Dakota County GIS
3:20 pm	**Core Themes and Findings From Past GECCos –** Dave DiSera
3:40 pm	**Panel Discussion: Defining What's Possible "Now" By Working Together.** This discussion will explore the topic from primarily the tactical (near term) perspective. Audience reaction to discussion items will be captured for review during the Executive Summary Session. Moderator – Dave DiSera Panelists: • Paul Weinberger, MN Department of Transportation • Bob Basques, City of St. Paul Public Works • Dan Anderson, Hennepin County Emergency Preparedness • Gordon Chinander GISP, Metropolitan Emergency Services Board • David Brandt, Washington County GIS • Randy Knippel, Dakota County GIS
4:30 pm	**Wrap up/Conclude – Dave DiSera** (People and Policies themes are now complete)
Friday, October 28, 2011 (Practical Learning: Table Top, Executive Summary, Next Steps Discussion)	
8:00 am	**Registration, Light Continental Breakfast, Networking** (Decision Makers are welcome to join at any point up until Noon)
8:30 am	**A Brief Overview of Other Geospatial Resources for Emergency Preparedness and Response –** Mike Dolbow, MN Department of Agriculture HAZUS, Cameo, USGS, MnGeo/MetroGIS data catalogs, etc. – Reference document provided. (Technology theme is now complete)

9:00 am	**Table Top Exercise –** Facilitators: Bob Samborski, Dave DiSera, Talbot Brooks, and Scott Bailey John Hoshal (MnGeo), Mike Dolbow, Randy Knippel and Jeff Grussing (Great River Energy) have been up to "No Good" while planning this event. Standby for trouble right here in River City. In fact, it might be a good idea to dust off any notes you've taken since the start of the GECCo.
10:45 am	**Break**
11:00 am	**Large Group Table Top Discussion** – Talbot Brooks Bringing into focus the technology, people, and policy impediments to sharing geospatial data.
Noon	**Networking/Working Lunch** • Last point for Decision Makers to join the event. • 12:30-1:15**: Rapid Advancements In Geospatial Technology and What Every Decision Maker Needs to Know,** Dr. Carl Reed, CTO of the Open Geospatial Consortium, Fort Collins, CO.
1:15 pm	**"Next Steps" Executive Summary Session – What Needs to be Done – Who Is Going to Do It?** Discussion Lead: Dave DiSera
2:15 pm	**Closing Remarks, and Adjourn:** Bob Samborski (Return travel time starts for out of town guests)
3:00 pm	**Opportunity for informal side discussions concludes**

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 7c

TO:	Coordinating Committee
FROM:	Leadership Succession Planning Workgroup Contact: David Bitner, Chair (612-725-6156)
SUBJECT:	Leadership Succession Planning Strategy – *MetroGIS Staff Coordinator Responsibilities*
DATE:	November 28, 2011 *(For the Dec. 15th Meeting)*

REQUEST

The Leadership Succession Planning Workgroup is requesting endorsement from the Coordinating Committee of duties deemed to be critical responsibilities of the MetroGIS Staff Coordinator. The Workgroup's preferences are detailed in Attachment A, the substance of which the Workgroup will present at the Committee's December meeting.

BACKGROUND

At its September meeting, in response to the Staff Coordinator's announcement that he is planning to retire in February, the Coordinating Committee created the Leadership Succession Planning Workgroup. David Bitner also volunteered to serve as its chairperson.

Rick Gelbmann, Manager of the Metropolitan Council's GIS Unit and supervisor of the MetroGIS Staff Coordinator, is also a member of the workgroup. He plans to incorporate MetroGIS's preferences into the position posting.

In addition to their own understanding, as the workgroup members developed the listing of duties for the MetroGIS Staff Coordinator position that are presented in Attachment A, they drew upon:

- Recommendations set forth in Appendix F in the 2008-2011 MetroGIS Business Plan.
- A document entitled "Key Elements and Recommendations – Leadership Development Plan" that was endorsed by the Policy Board on October 22, 2008 (page 28 of the agenda packet).
- Suggestions from former chairs of the Policy Board and Coordinating Committee.

Once the duties of the Staff Coordinator position are established, the Workgroup will turn to its attention to building upon the material set forth in the document entitled "Key Elements and Recommendations – Leadership Development Plan" to ensure that transitions are smooth for other key leadership positions.

RECOMMENDATION

That the Coordinating Committee comment on duties that it believes should be among the responsibilities of the MetroGIS Staff Coordinator.

ATTACHMENT A

SUGGESTED DUTIES AND QUALIFICATIONS
METROGIS STAFF COORDINATOR

The Metropolitan Council has dedicated significant human resources to MetroGIS since its inception. The role of the MetroGIS Staff Coordinator ("GIS Liaison" for internal Council HR purposes) is vital to the functioning of MetroGIS, particularly the role of "fostering collaboration and knowledge sharing", as recognized in the 2008-2011 MetroGIS business plan.

On October 22, 2008, the MetroGIS Policy Board directed the development of and accepted "10 Key Elements for a Leadership Development Plan" as a framework to maintain key leadership for MetroGIS. The MetroGIS Staff Coordinator was identified as one of the key leaders and staff to MetroGIS. One of the key elements included the creation of "a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff". With a recognition that any "input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role".

The Policy Board respectfully submits the following information related to the critical roles and skills to Metropolitan Council management for consideration in staffing decisions regarding the GIS Coordinator position.

Major Roles and Responsibilities of the Coordinator Position:
1. Strategic Planning: Facilitate and manage processes to define a shared vision, strategic objectives, guiding principles, core competencies, key strategies, and organizational performance measures.
2. MetroGIS Operations:
   a. Provide lead support to develop annual MetroGIS work plans and budgets, ensuring consistency with strategic objectives and changing stakeholder needs, and acceptable to the organization(s) from which funding is received.
   b. Provide lead support to the MetroGIS Policy Board and Coordinating Committee in formulating policies and procedures needed to collaboratively address shared geospatial needs.
   c. Work with MetroGIS Policy Board and Coordinating Committee leadership to coordinate setting agendas, drafting minutes, drafting reports, and running meetings.
   d. Facilitate development and monitoring of performance measures to evaluate the effectiveness of collective actions to accomplish mission, vision, and strategic objectives of the MetroGIS organization.
   e. Facilitate documentation of stakeholder benefit realized / public value created from data sharing and existence of regional solutions to shared geospatial needs.
   f. Ensure MetroGIS activities and projects are effectively managed, including such things as securing necessary resources, organizing teams of appropriate individuals representing affected stakeholders, establishing realistic project goals and work plans, and monitoring work progress.
   g. Negotiate policies, contracts, and legal agreements in conjunction with legal staff as required to accomplish specified objectives.
   h. Manage procurement processes for projects funded with Metropolitan Council funds.

       i.   Explore sources of grants and funding opportunities to further build on core stakeholder investments including public-private partnerships and grants.

4. <u>Outreach:</u>
   a. Advocate for collaborative solutions to shared geospatial needs, including sharing of GIS data and applications:
      - ●Present about MetroGIS at conferences and other meetings.
      - ●Maintain communication with Minnesota State Geographic Information Officer.
      - ●Moderate information through email lists and other media
      - ●Identify and engage all sectors of the geospatial community and other stakeholders.
      - ●Share examples of successful collaborative models.
   b. Oversee and contribute to content on the MetroGIS website and other outreach media.
   c. Maintain connections with similar initiatives happening at local, regional, and state, and national levels.
   d. Maintain connections with GIS users groups in the area.

<u>Skills</u>:
- Knowledge of current trends in geographical information systems in local government geospatial data and applications, geospatial data standards, geospatial data licensing and distribution agreements, organization and operation of regional GIS collaboratives, and the principals of the National Spatial Data Infrastructure (NSDI).
- Knowledge of a wide range of geographic principles, application of GIS concepts, and standards.
- Knowledge of public policy development processes and protocols.
- Knowledge and understanding of intergovernmental relationships.
- Ability to write clear, concise, and logical reports and to make clear verbal and written presentations.
- Ability to effectively communicate in various sized groups.
- Ability to effectively manage and support committees and teams, and to plan, arrange, and conduct meetings.
- Ability to independently design and manage work assignments and effectively juggle several projects simultaneously.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 7d

TO:	Coordinating Committee
FROM:	Phase I Communications Plan Workgroup Contact: Nancy Read, Chair (651-643-8386)
SUBJECT:	Communication Plan – Strategic Objectives
DATE:	December 5, 2011 *(For the Dec. 15th Meeting)*

REQUEST

The Phase I Communications Plan Workgroup is requesting endorsement from the Coordinating Committee of strategic objectives to guide MetroGIS communication efforts. (The Workgroup hopes to be able3 to share its recommended strategic objectives with the Committee prior to the December 15 Committee meeting.)

BACKGROUND

July 20, 2011: In response to the findings of the MetroGIS's Next-Generation Needs Assessment completed in June, the Policy Board concurred with the Committee's recommendation that MetroGIS's main website (www.metrogis.org) should be redesigned.

September 22, 2011: The Coordinating Committee concluded that suggested program objectives for 2012 should include a Communications Plan. A workgroup was created to define the strategic objectives that should be delved into when this plan is developed. Nancy Read volunteered to serve as chairperson for Phase I – Defining the strategic objectives to be delved into in the actual plan.

October 2011 to Present: The Policy Board did not oppose development of a Communication Plan as a 2012 MetroGIS program objective. In addition to their own references, members of the Phase I Communications Plan Workgroup drew upon Strategies IV, V, and VI as set forth in Chapter 3 of the 2008-2011 MetroGIS Business Plan (beginning on page 38) to define the strategic communication objectives presented herein.

DISCUSSION

Once strategic communication objectives for MetroGIS are agreed upon, an RFP will be published for redevelopment of the current main MetroGIS website. Actual work is on the project is anticipated to begin in January or February 2012. The exercise to define strategic objectives for the entire communications effort before the website project is initiated is to make sure that the website design will effectively address all related objectives.

Implementation tactics for each of the other objectives are to be defined during development of a subsequent MetroGIS Communications Plan, a project currently anticipated as a 2012 program objective.

RECOMMENDATION

That the Coordinating Committee endorse strategic communication objectives upon which to base development of a MetroGIS Communications Plan.

ATTACHMENT A

STRATEGIC COMMUNICATIONS OBJECTIVES
(*PHASE I WORKGROUP RECOMMENDATION*)

(TO BE SHARED PRIOR TO THE COMMITTEE MEETING UNDER SEPARATE COVER)

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Coordinating Committee
            Chairperson: Sally Wakefield, Envision Minnesota
            Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2011 Major Accomplishments

DATE: November 18, 2011
            (For the Dec 15th Meeting)

REQUEST

A listing of major accomplishments of the MetroGIS community in 2011 is offered below for comment.

The two purposes for this report are:
- Have any topics been overlooked?
- Reflect upon how MetroGIS can continue to improve ensuring that its efforts are reflective of changing shareholder needs.

Both topic areas – accomplishments and suggested adjustments to improve relevance and effectiveness - will be passed along to the Policy Board for its consideration.

OVERVIEW – MAJOR ACCOMPLISHMENTS IN 2011

Progress made in 2011 is characterized more as strategic readiness and organizational improvements to ensure relevance to changing stakeholder needs than solutions to specific shared geospatial needs per se, as was the case in the 2010. These accomplishments would not have been possible without significant contributions by numerous stakeholders.

The most major of these accomplishments include those listed below. (The adopted 2011 work plan is provided in the Reference Section for reference.) The order in which these accomplishments is listed is not intended to imply relative importance, as all have significance. The strategic objective(s) (#1-8) that each is associated with is also indicated. See the Reference Section for a listing of current strategic objectives:

✓ **Expand MetroGIS Support Team to Include a Project Manager (#1-6):** Janie Norton was hired by the Metropolitan Council in June. She is a certified project manager. In large part, her duties will include those that had been called out for a Technical Coordinator in the 2008-2011 MetroGIS Business Plan. For several years, these duties have been supported, to the extent possible, by the volunteer members of the Technical Leadership Workgroup, chaired by Mark Kotz with the Council's GIS Unit. These individuals (see the Reference Section for the members) deserve special recognition and a big thank you. A big thank you is also in order to the Metropolitan Council and Rick Gelbmann, in particular, for securing this resource for support of MetroGIS efforts.

✓ **Assess Needs and Define Process to Identify Enhancements to Regional Solutions (#1, 2 and 8):** AppGeo provided lead support for a comprehensive needs assessment that was conducted in the first half of the year. Several projects designed to ensure relevance to changing stakeholder needs and to improve MetroGIS's organizational efficiencies and nimbleness were endorsed by the Policy Board and incorporated into the 2011 and 2012 work plans. A follow-on project was launched in September to define specific, actionable improvements to existing regional solutions. Testing of various on-line collaboration tools was incorporated into the follow-on project. The results are expected to be finalized in late December.

✓ **Execute Next-Generation Regional Parcel Data Sharing Agreement (#1, 3 and 6):** The current parcel data sharing agreement expires December 31, 2011. County and Council management have agreed to a next generation agreement, which maintains all previous provisions related to parcel data content and access. It also includes one new exciting provision, which will be reported once each of the county boards has approved the agreement. Approval by the eight policy boards is in process and anticipated shortly. Notice will be sent to all existing licensees once the agreement is fully executed.

- ✓ **Complete MetroGIS Quantify Public Value (QPV) Study (#3, 6 and 7):** After a major setback last fall, due to circumstances beyond the control of the project team, the study had to be rescoped; a process that was completed in May. An RFP was published and Professor John Bryson with the Humphrey Center for Urban Affairs at the University of Minnesota was selected to provide lead support. The rescoped project centered on identifying values utilized by policy makers affiliated with several different communities of practices to decide on investments and policy. At the time of this writing, all five "community of practice" focus groups (1st Responder, Business, Government, Non-Profits, and Utility) had been held. The final event, bringing together as many of the focus group participants as possible, is planned for early December. The project results will be shared with the QPV Advisory Team for comment on January 4. The plan is to submit the final project report to the federal grant authority (FGDC) on January 13. It is likely that a follow-on study will be recommended to delve deeper into the key findings.

- ✓ **Upgrade DataFinder Platform – (Sustain Implemented Solutions Responsibility) (#3 and 6):** The Metropolitan Council serves as the custodian for MetroGIS DataFinder/Café. In October, the Council implemented a new ArcGIS Server and retired IMS, DataFinder's platform which was out of date. The basic functionality previously provided by DataFinder continues to be available – Internet-based tool through which to discover (via searching metadata records), browse, and access existing geospatial data and services. Custodians of MetroGIS Endorsed Regional Solutions, such as DataFinder, have the latitude to decide operational components of the solution, provided the outcome is consistent with the deliverable defined and approved by MetroGIS. Web services were also updated to point to the most current data sources. The ability to download a data layer directly from the map was also reinstated. It had been disabled some time back during a previous platform conversion. No major changes in functionality are intended until a decision is made as to whether DataFinder will be integrated into the underdevelopment Mn Geospatial Commons or continue to be a freestanding application. (See item "aa" in Report 8 for more about the Geospatial Commons project).

- ✓ **Develop Regional Address Points Editing Tool and Regional Dataset (#1):** The Address Workgroup oversaw testing of the prototype Address Points Editing Tool. An RFP was developed to move from the prototype to operational status.

- ✓ **Investigate Collaborative Street Centerline Data Maintenance Model (#1):** This summer, a number of stakeholders were interviewed by AppGeo, lead support for this project, in preparation for a stakeholder workshop held in September. The purpose of the workshop was to define a vision and next steps to act on the vision. The participants fully embraced the previous MetroGIS vision for a transaction based regional street centerline dataset and the need for the dataset to be in the public domain. As importantly, the participants concurred that a foundational component is creation of a coordinated system of managing road segment IDs. Completion of the study is anticipated by June 2012.

- ✓ **Coordinate with Related Efforts (#3-6):**
  - Three members of the MetroGIS Policy Board and three members of the Coordinating Committee served on the MnGeo Statewide Coordinating Council: Policy Board Chairperson Schneider (MetroGIS), Member Reinhardt (Metro Counties) and Alternate Member Swenson (At Large). Coordinating Committee Chair Wakefield, Member Rick Gelbmann (Metropolitan Council), and Ron Wencl (Federal).
  - MetroGIS stakeholders played a strategic role in making the GECCo Workshop in October happen.

RECOMMENDATION
That the Committee identify:
- Any major 2011 MetroGIS accomplishments that have been overlooked in the above listing.
- Opportunities to ensure MetroGIS's efforts are responsive to changing shareholder needs.

REFERENCE SECTION

A) TECHNICAL LEADERSHIP WORKGROUP

The Coordinating Committee authorized creation of this workgroup in March 2008 and at its June 2008 meeting, the Committee authorized the Workgroup to proceed with a more integrated process of defining and addressing shared application and web service needs than had been originally anticipated when the workgroup was created 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.
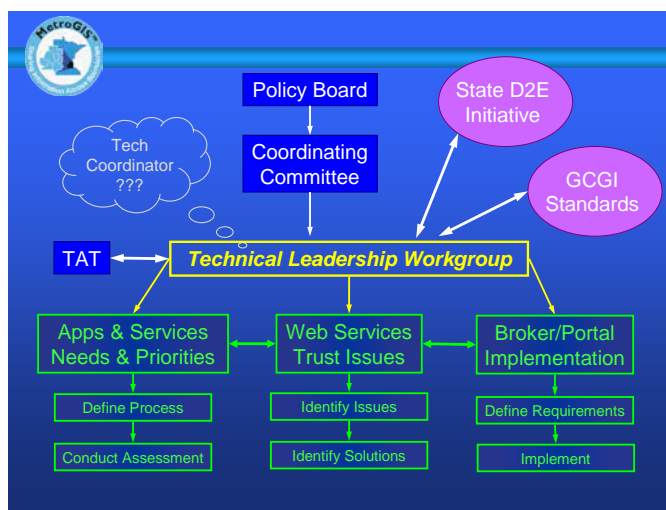
Technical Leadership Workgroup Members:
Mark Kotz, Metropolitan Council – Chairperson
Bob Basques, City of St. Paul
David Bitner, MAC
John Carpenter, Excensus
Chris Cialek, LMIC
Jim Maxwell, The Lawrence Group (TLG)
Robert Taylor, Carver County
Nancy Read, Metropolitan Mosquito Control District

B) ADOPTED 2011 WORK PLAN (*LAST REVISED BY THE POLICY BOARD IN JULY 2011*)

The following revised listing of activities was adopted by the Policy Board on July 20th to guide MetroGIS's efforts for the remainder of 2011 (*the **activities in bold** are <u>not</u> staffed or funded by MetroGIS. Progress is monitored because they involve MetroGIS stakeholders and their outcomes are important to realizing MetroGIS objectives but MetroGIS is not accountable for their progress. From this point on they will be distinguished from activities for which MetroGIS is accountable*):

1) Sustain traditional "foster collaboration" support activities[1]
2) Complete Next-Generation MetroGIS Needs Assessment
3) **Make Substantial Progress on Geospatial Commons Testbed** (*jointly with MnGeo*)
4) Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*) (*#12 is a component*)
5) Complete Quantify Public Value (QPV) Study (*Time extension granted to 4/29/12.*

6) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement
7) **Co-Host GECCo Forum** (*Tentatively Third Quarter*)
8) Investigate New Street Centerline Collaboration Model
9) Develop a plan to promote broader use the U.S. National Grid in the Twin Cities
10) Create Outreach Plan (*Phase I – define objectives for 2012 website reimage and online collaborative forum to incorporate web2.0/social media*)
11) Prototype a Process to Identify Improvements to Regional Solutions (*Phase II #2 Needs Assessment*)
12) Implement Address Points Editing Tool (*component of #4*)
13) Streamline MetroGIS processes to improve flexibility and nimbleness (*includes refining what is meant by "regional significance"*)
14) Explore Regional Base Map Services (push data to commercial providers)   (*time permitting*)
15) Explore Public Private Partnership
16) Develop Leadership Succession Plan (*document standard operating procedures*)

---

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

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

C) STRATEGIC OBJECTIVES – 2008-2011 BUSINESS PLAN

1) Develop and maintain regional data solutions to address shared information needs.
2) Expand regional solutions to include support and development of application services.
3) Facilitate better data sharing.
4) Promote a forum for knowledge sharing.
5) Build advocacy and awareness.
6) Expand MetroGIS stakeholders.
7) Maintain funding policies that make the most efficient and effective use of available resources and revenue for system-wide benefit.
8) Optimize MetroGIS governance and organizational structure.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2012 Major Program Objectives and "Foster Collaboration" Budget

DATE: November 18, 2011
              (For the Dec 15th Meeting)

INTRODUCTION

A listing of major recommended program objectives for 2012 and an accompanying 2012 "Foster Collaboration" budget are offered for the Committee's endorsement. The proposed project budget is $86,000, the same as for 2011. This is in addition to approximately 2 FTE of staff support.

PRIOR COORDINATING COMMITTEE AND POLICY BOARD CONSIDERATION

The Coordinating Committee accepted the following listing of candidate work objectives for 2012 and an accompanying 2012 "Foster Collaboration" budget at its at its September 22nd meeting. This listing was shared with the Policy Board on October 19. No modifications were offered. Work objectives proceeded with asterisks ("**") are expected to be supported principally by the Staff Coordinator.

- In-process projects that extend into 2012 for which MetroGIS is accountable for progress.
  - ✓ Define New Collaborative Street Centerline Maintenance Model
  - ✓ **MetroGIS QPV Study (*Expect to complete in January. Follow-up study may be recommended*)
  - ✓ Move Prototype Address Points Editing Tool to Operational Status
  - ✓ Make Substantial Progress to Complete Phase I of the Regional Address Points Dataset
  - ✓ Develop a Leadership Succession Strategy

- Priority activities proposed for 2012 - listed in order of priority suggested by the Committee. (Detailed project descriptions are provided in the Attachment A.).
  - ✓ Create Communication Plan (*Phase I in 2011 to establish strategic communication objectives. **Plan in 2012*)
  - ✓ Redesign & Re-Launch MetroGIS Web-site & Social media (*includes on-line collaborative forum*)
  - ✓ Explore Regional Base Map Service (*push locally-produced data to commercial providers*)
  - ✓ **Develop Performance Metrics (*Phase II*) / Plan to Sustain Critical Competencies
  - ✓ **Explore Public-Private Partnership Opportunities
  - ✓ **Define Organizational Structure for Cost Sharing Across Sectors (*driven by partners involved*)

DISCUSSION

Suggested priorities for 2012 MetroGIS projects and activities are listed in ranked order in Attachment B. In light of information learned since the Coordinating Committee last considered this topic and the Staff Coordinator's decision to retire in February, the following supplemental actions are suggested:

1) Projects proceeded by "**" should be postponed until the new Staff Coordinator has had an opportunity to become familiar with MetroGIS's culture, accomplishments, and objectives.
2) The "Explore Regional Base Map Service (*push locally-produced data to commercial providers*)" project should include considering the possibility that the topic shown in *italics* is a distinctly different project.
3) Consider adding a project to "Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives" to be undertaken once the new Staff Coordinator is on board. The current Business Plan was not expected to guide the MetroGIS organization beyond 2011.
4) The work plan should be remain flexible to enable acting on yet-to-be-defined priority enhancements to existing regional solutions once results of the 2011 Needs Assessment are available (late Dec. or Jan).
5) A follow-on QPV Study has been added (*funded via a consortium and/or a grant*)
6) Determine what, if any, actions are appropriate for MetroGIS to follow-up on from the October GECCo forum.
7) The Committee should reassess work priorities in June 2012, once the new Staff Coordinator is on board.

RECOMMENDATION

That the Coordinating Committee:
1) Decide on any suggested modifications to the suggested program objectives for 2012 (Attachments B).
2) Recommend a 2012 work plan and budget (Attachments B and C) for Policy Board consideration.

REFERENCE SECTION

A) MAJOR ASSUMPTIONS UNDERPINNING 2012 WORK PROGRAM

1. MetroGIS's 2012 funding request of $86,000 for the "foster collaboration" function will be approved by the Metropolitan Council.
2. The addition of a Project Manager to the MetroGIS Support Team will provide the support capacity needed to continue to move forward on a range of priority objectives.
3. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
4. A contract will be executed that provides continued support for the Regional Parcel Dataset and access to it by those who currently have access before the first quarter 2012 dataset is available.
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.

ATTACHMENT A

OVERVIEW
PROPOSED 2012
METROGIS-FUNDED PROJECTS

The purpose statements for proposed 2012 activities that follow are intended to provide high-level guidance for subsequent development of detailed project scopes. Each is listed in the relative order of importance decided by the Committee at it June meeting. (The numbers out of order reflect refinements made by the Committee at its September 22nd meeting. Missing numbers reflect completed projects.) Each of these projects can be tied back to one or more of the eight strategic objectives presented in the 2008-2011 MetroGIS Business Plan.

Finally, to the extent applicable, ideas and direction presented in the Business Plan (see Chapter 3, starting on page 26) are to serve as the starting place from which to develop detailed scopes for the following projects.

1) **Create** ~~Outreach~~ **Communication Strategy and Plan** (*name change suggested by the workgroup*)
   Purpose: Develop a multi-faceted strategy to guide MetroGIS's communications activities that ensures effective communication among those active in MetroGIS efforts and with leadership of stakeholder organizations to both inform them of MetroGIS objectives, efforts and accomplishments if they are not aware or not taking for advantage of these accomplishments, but also to create a means for those aware to communicate / interact with MetroGIS leadership to ensure that emerging needs are understood early on.

   The main communication strategies are to include, but not be limited to: MetroGIS's main information website (www.metrogis.org), establishment of an on-line collaboration forum, face-to-face outreach, and written materials.

   Time frame: The expectation is that Phase 1 – define the high-level strategies - will be completed by mid-December. The Communications Workgroup, which was created at the September Committee meeting, met for a ½-day workshop on November 28 to decide the components of the high-level strategy. One of these components is the rebuilding of MetroGIS's information website. Once the website rebuild project is well in hand, attention is expected to turn to completing the Communication Plan - detailing tactics to accomplish each of the other high-level strategies defined in Phase I. A progress report is anticipated at the Committee's December 15th meeting.

   Resources: Phase 1 - Volunteer team members (Communications Workgroup – was referred to the Social Media Advisory Team in Needs Assessment final report prepared by AppGeo report) to be supported by MetroGIS staff for the scoping component. Phase II – MetroGIS staff and workgroup.

~~9~~1) **Leadership Succession Strategy**
   Purpose: Provide direction for MetroGIS participants and staff as they prepare for the future retirement or other transitions of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur. Ten principles were adopted by the Policy Board in October 2008 from which to base this plan (Attachment C to the Coordinating Committee's September 22, 2011 agenda report).

   Time Frame: An advisory team was created by the Coordinating Committee at its September 22nd meeting. The team began its work in October. An update is anticipated at the Committee's December 15 meeting.

   Resources: Volunteer team members.

1) **Redesign & Re-Launch MetroGIS Web-site & Social media (*includes collaborative forum*)**
   Purposes: Redesign of the www.metrogis.org website is needed to update the site's look and feel, restructure content organization, simplify content management, leverage Web 2.0 technology to fostered improved collaboration and communication among stakeholders, and ensure that emerging stakeholder needs, related to use of geospatial technology, are communicated to MetroGIS leadership early on to enable timely crafting of collaborative solutions needs with regional significance.

   Generally, the project's deliverables are twofold:
   - A technical plan and design specifications to transition from the legacy website to the next-generation website, using state-of-the-art technologies.
   - Accomplishing the transition to the next-generation website.

   A) **Maintain all current hyperlinks:** Accomplish the transition from the current to the new website without breaking links embedded in important documents that posted on the current website (e.g., 2008-2011 MetroGIS Business Plan, project reports, meeting summaries, etc.). For instance, maintaining the existing MetroGIS website as an archive that is easily accessible via the new website.

   B) **Support collaborative work efforts among MetroGIS partners:** This "online meeting place" solution must provide a cross-organizational, web-based collaborative tool, or combination of integrated tools (e.g., SharePoint, Linked-In, Word Press [Content Management System], Survey Monkey, etc.), that facilitates the data and application sharing goals of MetroGIS that address the following design requirements.

   (1) Sharing of information MetroGIS's objectives, accomplishments, projects, collaborative opportunities, etc., with its stakeholder community.

   (2) Stakeholders are provided a "real 'time opportunity to easily communicate to MetroGIS leadership their changing geospatial needs and preferences and opportunities for lowering the cost of doing business across the region.

   (3) Stakeholders are able to actively and easily participate in MetroGIS shared work tasks, discussions and information sharing via state-of-the-art, web-based collaborative technologies. (E.g., Online document editing, web surveys, meeting packet access, project information and documents as well as feedback, comments and questions from partners and those seeking information.

   (4) Members of MetroGIS committees and teams, who represent constituencies (e.g., cities, school districts, water management organizations, counties, non-profits, utilities, for-profits, and academics), are able to easily communicate with their constituencies so that they can be responsive to changing needs and preferences.

   (5) Stakeholders are able to easily collaborate on projects among themselves. This may include an online meeting place for: document editing, web surveys, meeting packet access, project information and documents as well as feedback, comments and questions from partners and those seeking information. The site should be a cross-organizational web-based collaborative tool that facilitates the data and application sharing goals of MetroGIS.

   C) **Support reporting of performance metrics (dash board for key measures).** A separate Performance Measurement project calls for web-based reporting of the metrics to be developed. This website resign project must create the architecture to support the planned metrics reporting.

   D) **Reorganize and streamline the file library and archive** system to help users find information on the site more quickly and improve efficiencies related to on-going site maintenance specifically:

   (1) The next generation website is well organized and sustainable with a flexible design that allows for ease of future site design changes.

   (2) Information on the current web site is archived and accessible via the new site ensuring MetroGIS' complete institutional memory is easy to access. (E.g., the transition from the current to the new website must be made without breaking links embedded in important documents posted on the current website (e.g., 2008-2011 MetroGIS Business Plan, project reports, meeting summaries, etc.).

   (3) Site content can be easily updated by MetroGIS staff housed at the Metropolitan Council, as well as, remotely by project managers and others authorized to make modifications.

   (4) MetroGIS' institutional memory is accessible, understandable, and easy to use.

Time frame: Once Phase I of the Next-Generation Communications strategy is agreed upon (see above), Once the high-level strategy for the website is agreed upon, work will begin on refining the preliminary scope for the website redesign project. The current thinking is to publish and an RFP in January 2012. Reconstruction of the site and associated collaboration tools would occur in 2012.

Resources: MetroGIS staff to serve as project manager. The Communications Advisory Team created for the project scoping would continue to advise the consultant retained with MetroGIS project funds to redevelop the website. In their final report for the MetroGIS Next-Generation Needs Assessment, the contractor (AppGeo) estimated that the main website could be updated for $5,000-10,000. The suggested budget included $15,000, given this project is bigger than just revising the website and because it is the number 1 priority for 2012.

6) **Have Regional Base Map Services (*push locally produced data to commercial providers*)**

Purpose: To make data into more useful end-user oriented products." Given web mapping technological advances and the fact that most of the public uses commercial mapping sites such as Google Maps there is merit in pursuing the development of a consistent, region-wide base map with superior cartographic quality and available as a consumable tile service.

Time frame: 2012

Resources: MetroGIS staff and volunteers to serve on a project advisory team.

Note: Since this topic was ranked by the Committee, Rick Gelbmann (GIS Manager for the Metropolitan Council) has suggested the topic italics should be addressed as a separate project. It is suggested that the Regional Base Map Service project be pursued first and that the work group suggest how to best deal with the topic referenced in italics, which may or may not be a undertaken in 2012, if in fact deemed to be separate topic.

7) **Pursue Public-Private Partnership**

Purpose: Act on a strategic objective set forth in the 2008-2011 MetroGIS Business Plan. In particular, seek out opportunities for bi-lateral (cross sector) data sharing and document the lessons learned and how the experience creates public value, beginning with two opportunities referenced by AppGeo in their report (CBRE and CenterPoint Energy). Consideration should also be given to the five ideas described in Appendix I of the 2008-2011 MetroGIS Business Plan.

Time frame: Ongoing. Preliminary discussions with specific partners began in September. A follow-up session involving more organizations was held on November 21.

Resources: MetroGIS Staff until February 2012. The parties understand that MetroGIS staff support may not be available for some time from that point on; depending upon the priorities set once a new Staff Coordinator is on board.

8) **Define Organizational Structure for Cost Sharing Across Sectors**
Purpose: In addition to resources provided by the Metropolitan Council, have the ability as a collaborative organization to receive, manage, and spend resources contributed by multiple organizations. The specifics will need to be tailored to the requirements of the organizations involved.

Time frame: TBD, once organizations desiring to partner are identified (*Project #4*).

Resources: MetroGIS staff TDB, legal staff of candidate partners and possibility a contractor.

9) **Develop Performance Metrics (*Phase II*)**

Purpose: Corroborate the Phase I Plan, adopted by the Policy Board in October 2009, and develop and implement methods to accomplish the desired objectives. One cannot manage what one cannot measure. MetroGIS cannot achieve its stated mission (enhance stakeholder operating capacity) unless its efforts are able to remain relevant to

changing stakeholder needs. MetroGIS leadership cannot be sure that MetroGIS's efforts are relevant without a means to measure progress/impact. The purpose of this project is to provide these means.

The Phase I Plan provides guidance for development of actual metrics to measure progress toward accomplishing outcomes defined for MetroGIS's efforts. The results of the in-progress MetroGIS Quantify Public Value (QPV) study are expected to provide some insight and information valuable to the development of metrics; hence, work on metrics development has been postponed until sufficient progress is made on the QPV study, which is likely to involve a follow-on QPV Study.

Time frame: TBD. Depending upon the priorities set once a new Staff Coordinator is on board.

Resources: TBD. A workgroup would determine if consultant assistance should be pursued. Currently, no funding is allocated for consultant assistance.

XX) Next-Generation MetroGIS Business Plan
Note: Suggested Staff Coordinator as part of this report. This project has not previously been rated for priority by the Committee.

Purpose: The current 208-2011 MetroGIS Business Plan was not expected to guide the organization beyond 2011. The new Staff Coordinator needs to be on the same page as the Coordinating Committee and Policy Board to effectively address changing needs of the stakeholder community.

Time Frame: Begin second half of 2012, once the new Staff Coordinator is familiar with MetroGIS culture, accomplishments and current objectives.

Resources: TBD. A workgroup together with the new Staff Coordinator would determine if consultant assistance should be pursued and the timing of the project activities. Currently, no funding is allocated for consultant assistance.

XX) New Collaborative Street Centerline Data Maintenance Model.
Note: This project was not rated for priority by the Committee because it was in process, with funding set for 2011 and 2012, when the Committee conducted its priority ranking exercise. It was assumed to be high priority and that support would continue to be provided in addition to the support provide by AppGeo, the contractor with lead support responsibility.

Purpose: Explore options to accomplish migration from the current proprietary street centerline data solution, which relies upon data owned by NCompass, to one a collaborative regional maintenance system that is integrated on a transaction basis with the work flows of local address and road authorities as they create and update street and address data at their level.

Time Frame: Began spring 2011 with interviews of key stakeholders. Visioning workshop held in September to establish next steps. Recommended strategy to be offered by June 2012.

Resources: AppGeo lead support and under contract. MetroGIS Project Manager to funding is allocated for consultant assistance.

ATTACHMENT B

Proposed Major 2012 MetroGIS Program Objectives

*Activities proceeded by "**" expected to involve support from the Staff Coordinator*

Major Program Objective (Numbers intended to designate <u>suggested</u> relative importance)	Suggested Priority	Comments	Lead Responsibility
1.**Sustain existing solutions to shared geospatial needs and traditional "foster collaboration" support activities[(1)].	**Very High**	<u>Ongoing.</u> Directive set forth in the 2008-2011 MetroGIS Business Plan.	Designated Custodians and Staff Coordinator
2. Complete and implement a Leadership Succession Strategy	**Very High**	<u>In process.</u> Workgroup report anticipated at the December 2011 Committee meeting	Communications Workgroup
3.**Complete MetroGIS Quantify Public Value (QPV) Study. Complete initial study. Develop application for a 2012 NSDI CAP Grant in October for a follow-on study.	**Very High**	<u>Carryover from 2011.</u> This NSDI CAP grant funded study is expected to be complete in January 2012. At the time of this writing, the results of this initial QPV Study are expected to reveal areas of further research necessary to full understand public value created through sharing of geospatial resources – a prerequisite to fully realizing the MetroGIS vision.	QPV Study Workgroup and Staff Coordinator. Contractor to lead the study.
4. Redesign & Re-Launch MetroGIS's main Web-site (www.metrogis.org)	**Very High**	<u>Proposed for 2012</u>, once strategic communication objectives are agreed upon – part of Phase I Item 6.	Communications Workgroup and MetroGIS Project Manager
5. Establish on-line collaborative capability	**Very High**	<u>Proposed for 2012</u>, once strategic communication objectives are agreed upon – part of Phase I Item 6.	Communications Workgroup and MetroGIS Project Manager
6. **Define New Collaborative Street Centerline Maintenance Model	**Very High**	<u>Carryover from 2011.</u> In process. Contract with AppGeo in-place for 2011 and 2012	MetroGIS Project Manager and Staff Coordinator
7. **Explore Public-Private Partnership Opportunities	**Very High**	<u>In process</u>. Buy-in at staff level achieved for pilot.	Staff Coordinator
8. Move Prototype Address Points Editing Tool to Operational Status and Proceed with Development of a Regional Address Points Dataset	**Very High**	<u>Carryover from 2011.</u> Once the Web-Editing tool is operational to assist smaller producers of address data participate in the regional solution, work on broadly populating the actual regional dataset can accelerate.	Address Workgroup - Mark Kotz, Chair.
9. TBD projects to address high priority enhancements to existing regional solutions – identified via 2011 Needs Assessment.	**Very High**	<u>Carryover from 2011.</u> Topics identified mid-Nov. Ideas on "how to" including cost estimates anticipated in Dec. Critical to maintaining relevance with changing stakeholder needs	MetroGIS Project Manager and AppGeo
10. **Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives (*NEW November 2011*)	**High**	<u>Suggested 2nd half 2012</u>: The current Business Plan was not expected to guide the organization beyond 2011. The new leadership needs to be on the same page to effectively address changing needs of the stakeholder community	TBD – decide after appointment of new Staff Coordinator
11. Explore Regional Base Map Service (*push locally-produced data to commercial providers*)	**High**	<u>Proposed for 2012</u>. The recommendation to address how to best proceed with the related topic *listed in italics.*	TBD
12. **Develop Performance Metrics (Phase II) / Plan to Sustain Critical Competencies	**High**	<u>Premature</u>. Results of QPV Study (Item 3) and updated Business Plan (Item 11) to frame the strategic outcomes and performance measure topics	Staff Coordinator. TBD workgroup.
13. **Complete Communications Plan (*Phase I, in 2011, expected to establish strategic communication objectives.*)	**?Medium**	<u>Proposed for 2012</u>. Phase I is expected to be complete by year-end 2011. At that time, the Committee to decide if a Communications Plan is needed to attain the strategic communication objectives and the timing.	Communications Workgroup. Staff Coordinator to provide lead support for completion of the Plan.
14. **Define Organizational Structure for Cost Sharing Across Sectors	**Medium**	<u>TBD:</u> To be driven by partners involved- Item 7)	Staff Coordinator
(x) Improve emergency manager access to geospatial resources - recommendations of GECCo Forum	**?**	<u>TBD:</u> Results of the GECCo Forum hosted on October 27 and 28 to be released in December 2011.	TBD

ATTACHMENT C

Proposed 2012 MetroGIS Budget
"Foster Collaboration" Function

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

2012
MetroGIS "Foster Collaboration" Function Budget
(Funding provided by the Metropolitan Council)

Main Activity	Sub-Activity	2011	2012	2012
			Costs are Estimates - Need RFP to Validate	
			Preliminary	**Suggested**
		Approved (7/20/2011)	*PB Acknowledged 10/19/11*	*CC (12/15/11)*
Professional Services/Special Projects	*Sub-Activity* *(The number preceeding each activity aligns with the relative importance ranking in Work Plan - Attachment B)* *- Activites that are supported solely by staff or grant-funded are not listed in this document -*	*$57,900*	*$57,700*	*$57,700*
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs			
	(6) Define New Collaborative Street Centerline Maintenance Model (*2-yr Contract in place October 2010*)	$10,400	$12,700	$12,700
	(8) Move to Operational Address Points Editing Tool[a]	$10,000	$5,000	$10,000
	(9) Pursue Enhancements to TBD Regional Datasets / Services / Applications[b]		?	$5,000
	(x) Improve emergency manager access to geospatial resources - recommendations of GECCo Forum			?
	B. Organizational Development and Communication Projects			
	Next-Generation MetroGIS Needs Assessment[b]	$35,000		
	(4) Redesign & Re-Launch MetroGIS Website [c]	Staff	$15,000	$15,000
	(11) Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives (*NEW November 2011*)			$10,000
	(12) Develop Performance Metrics Phase II (*How well doing to achieve 8 strategic objectives?*) / Plan to Sustain Critical Competencies [d]		$15,000	
	(13) Communication Plan (*define strategic objectives in 2011. Complete Plan in 2012*)	Staff	$5,000	$0
	C. Discretionary (*Per June 2011 Coordinating Committee recommendation*)	$2,500	$5,000	$5,000
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (contract payments to counties per agreement)**	*$28,000*	*$28,000*	*$28,000*
Outreach	Brochures for Website & Hand outs /Web domain registrations (**www.metrogis and www.datafinder - $36/ea**)	**$100**	**$300**	**$300**
		$86,000	**$86,000**	**$86,000**

Notes: [a] $10,000 total anticipated. Plan to publish RFP in January 2012. The preliminary 2012 budget anticiapted that 1/2 the project would be completed in 2011 - $5,000. No longer the case)

[b] Includes prototype process to identify improvements to Regional Solutions

[c] Assumes no cost to MetroGIS for providing an online collaborative forum in 2012. Leverage tools in place at the Metropoltian Council and test freeware applications

[d] See Strategy 1 on Pg 48 of 2008-2011 Business Plan)

Last Updated:
November 17, 2011

ENDNOTES

[1] Traditional activities that comprise the MetroGIS "foster collaboration" function include:

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

MetroGIS

Agenda Item 7g

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2012 Committee Meeting Schedule

DATE: November 23, 2011
             (For the Dec. 15th Meeting)

REQUEST
The Coordinating Committee is respectfully requested to set its meeting schedule for 2012.

POLICY BOARD SCHEDULE
On October 19th, the Policy Board adopted the following meeting schedule for 2012: January 18, April 18, July 18, and October 19, all 3rd Wednesdays of the month.

DISCUSSION
The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Thursdays, starting at 1:00 p.m. at the Minnesota Counties Insurance Trust – now known as the Minnesota Counties Intergovernmental (MCIT) building.

Assuming that the Committee wants to continue to the practice of receiving the packets one week prior to meetings To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer that the Committee to meet 3-4 weeks prior to the Board's meetings,.

Suggested Meeting Dates (Thursdays)	**Anticipated Major Topics**
March 22, 2011	• Plan for Supporting an On-line Collaboration Forum • Strategic Components for MetroGIS Communication Plan • Leadership Transition Strategy • Report Progress - Public-Private Partnership Testbed • Report Progress - Redesign and Relaunch of MetroGIS Website (www.metrogis.org) • Strategy to Follow-up Results of QPV Study
June 21	• Next Generation Street Centerline Maintenance Model – Strategy to Accomplish • Strategy for Regional Base Map Service Project • Strategy To "Push Locally-Produced Data To Commercial Providers" • MetroGIS Communication Plan
September 20	• Strategy to Accomplish Regional Address Points Dataset (Phase II) - (*Assumes the Address Points Editing Tool is operational.*) • Results of Regional Solution Enhancement Projects TBD at December 2011 Meeting • Strategy to Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives • 2013 Preliminary Program Objectives • 2013 Preliminary Budget
December 13 (*Assumes MN IT Symposium the previous week*)	• Performance Measurement (Phase II) Recommendations • Election of Officers • 2013 Final Program Objectives • 2013 Final Budget

RECOMMENDATION
That the Committee set its meeting schedule for 2012.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Fill Vacant Committee Seat – Business Geographics

DATE: December 5, 2011
              (For Dec. 15th Mtg.)

REQUEST

Direction is requested about how the Committee wishes to proceed as to filling the vacant Business Geographics or Business Community representative seat on the Committee.

IMPORTANCE

Filling this vacant seat with a qualified and enthusiastic representative of the business community is important to successfully acting on the defined objective to "**seek opportunities to partner with more non-government interests.**

BACKGROUND

This Business Geographic (users of geospatial technology) seat has been open since September 2008, when Patrick Hamilton resigned. Mr. Hamilton had represented the real estate development firm of CB Richard Ellis.

Several initiatives were subsequently pursued in an attempt to define both contacts in the private sector and actual cross-sector partnering opportunities. These initiatives include:

1) Facilitate creation of Private Sector Coordinating Committee. A strategy was endorsed by the Policy Board in October 2008 (see Attachment A) but failed to gain traction.
2) Web Application Contest (2009). This project sought to identify partnerships centered on geospatial applications. Due to lack of a project manager the initiative was cancelled in March 2010.
3) MetroGIS Quantify Public Value (QPV) Study (2010-2011). The study began in April 2010. Among the study goals were to identify contacts within the Business Geographics community and through them better understand public value that can be created through cross-sector partnering to address shared geospatial needs.
4) County/Business Pilot Project Explore Public Value Creation if Geospatial Commons Existed (2011-?). Two rounds of talks have occurred, the first in September and most recently in mid-November.

DISCUSSION

During the week of November 28, two events were sponsored in conjunction with the MetroGIS QPV Study. Three representatives of the Business Geographics community participated in both. One of the participants expressed an interest in serving on the Coordinating Committee. This individual is also involved in the in-progress talks to pursue a pilot project (Item 4, above).

To ensure that no one who has an interest is inadvertently overlooked, staff suggests that an invitation be sent to all three individuals referenced in Activity 3, above, to invite asking if they have an interest. Additionally, Committee members should also be given an opportunity to suggest others who they believe should be contacted. Each would be asked to submit a brief explanation of their background and why they would like to serve on the Committee (see Attachment B).

RECOMMENDATION

That the Committee decide:
1) Whether the candidates, who have emerged from the activities noted herein, together with any other individuals the Committee may wish offer, are sufficient to pursue appointing an individual to fill the open Business Geographic seat on the Committee.
2) If it wishes to suggest any other candidates to encourage to apply for appointment to the Committee.
3) If the draft invitation presented in Attachment B is sufficient.

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. 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**.

OBJECTIVES - 2008-2011 METROGIS 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.

CURRENT NON-PROFIT AND FOR-PROFIT MEMBERS OF THE METROGIS COORDINATING COMMITTEE:

Francis Harvey	University of Minnesota	Academic
Sally Wakefield	Envision Minnesota	Non-Profit
Jeff Matson	CURA – *for Non-Profit Community*	Non-Profit
Brad Henry	URS Corp. – formerly City of Mpls	Special Expertise
(Vacant)	(*Open since September 2008*)	Private Sector (Business Geographics)
Larry Charboneau	NCompass Technologies/TLG	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

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) <u>Phase II - Create Private Sector Coordinating Committee</u>
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 pursing 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

DRAFT LETTER OF INVITATION
TO
APPLY FOR APPOINTMENT TO THE COORDINATING COMMITTEE

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Date: January xx, 2012

To: Prospective Candidates

From: Randall Johnson,
       MetroGIS Staff Coordinator

Subject: **Business Community Representative to MetroGIS Coordinating Committee**

MetroGIS leadership is seeking to fill a vacancy on the MetroGIS Coordinating Committee, representing the "Business Geographics Community" (users of geospatial technology). The purpose of this letter is to identify candidates willing to assume responsibility to represent the needs and preferences of the Business Community in the Committee's deliberations. The Committee next meets on March xx, 2012. Our goal, if possible, is to appoint an individual to fill this vacancy at that time.

If you are interested in being considered for appointment to the Committee, please submit a letter of interest to _____ via email by February xx, 2012, 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 2012 meeting schedule is attached. 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.

Meeting Summary
MetroGIS Coordinating Committee
Metropolitan Counties Government Building
December 15, 2011

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:05 p.m. She welcomed the newest member Mark Maloney, Public Works Director for Shoreview and representing Metro Cities, and asked the other members, staff, and visitors to introduce themselves.

Members Present: *Cities:* Mark Maloney (Metro Cities - City of Shoreview); *Counties:* Peter Henschel (Carver), Jim Bunning (Scott); David Brandt (Washington); and Randy Knippel (Dakota); *Federal:* Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Nancy Read (Metropolitan Mosquito Control District), and Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council); *Non-Profits*: Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits) and Sally Wakefield (Envision Minnesota); *Special Expertise*: Brad Henry (U of M), *Utilities*: Allan Radke (Xcel Energy); and *Watershed/Water Management Organizations*: Melissa Baker, Capital Region Watershed District..

Members Absent: *Academic:* Francis Harvey; *Cities:* Hal Busch (Metro Cities - City of Bloomington); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board; *Counties:* John Slusarczyk (Anoka), Gary Swenson (Hennepin), and Matt Koukol; *GIS Consultants*: Larry Charboneau (NCompass Technologies), *Schools*: Dick Carlstrom; *Special Expertise*: Ben Verbick (LOGIS); and *State*: David Arbeit (MnGeo), Tim Loesch (DNR), and Joella Givens (MnDOT)

Open Seats: *Business Geographics and Cities* (Metro Cities)

Support Staff: Randall Johnson, Mark Kotz and Janie Norton, MetroGIS Staff Support Team,

Visitors: Steve Swazee, Project Manager Twin Cities GECCo Workshop, October 2011 and Principal with Shared Geo.

2. ACCEPT AGENDA

Staff commented that the September 22 meeting summary had been mistakenly omitted from the packet. Member Brandt moved and Member Bitner seconded to approve the agenda as submitted with the exception of Item 3, Approval of September meeting summary. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Consideration of the September 22 meeting summary was postponed to the March 2012 meeting.

4. SUMMARY OF JULY POLICY BOARD MEETING

The Staff Coordinator commented that the Policy Board modified the Operating Guidelines to delegate authority to its Executive Committee to authorize expenditures of up to $50,000. He commented that the Board did so to improve flexibility and responsiveness to time-sensitive opportunities as they arise. No other comments were offered.

5. LIGHTNING ROUND – IDEAS FOR POTENTIAL COLLABORATIVE INITIATIVES

Chairperson Wakefield and Staff Coordinator Johnson commented on the intent of this new agenda item. The members were informed that is okay to pass if they do not have an idea they believe rises to a level of regional significance. The members were asked to keep their comments brief, 1 minute or less:

   a) Henschel – Standards to improve interoperability of data needed to support recreation related application development (e.g., SHIP funds awarded to counties)
   b) Radke and Henry – geo-referencing of city and county owned sewer and water facilities. Leverage the Mn 2050 initiative.
   c) Gelbmann – Impervious surface mapping to support to surface water modeling

d) Maloney- Possesses experience with public works related activities that involve cross jurisdictional needs and opportunities. He offered to share this knowledge.
e) Wakefield and Matson – Expand the Regional parcel Dataset to include an attribute(s) related to tax and/or mortgage foreclosure.
f) Bittner – Business Continuity Planning
g) Read – informed the group that an updated version the National Wetland Inventory for the metro area will be available shortly.
h) Knippel – Foster understanding by FEMA to endorse USNG and provide guidance to local interests on its value and use.
i) Baker – Storm water drainage and impervious surface data available and normalized across the region.
j) Wencl – Leverage LiDAR data that will be available this spring.

Staff asked if these ideas should be posted on an web-based tool so that members can continue to dialogue among themselves. No decision made at this time as to when or how to foster continued attention to these items. .

6. UNFINISHED BUSINESS
a) **Definition of Regional Significance**
The Staff Coordinator summarized the purpose of this topic as presented in the agenda report. Member Vander Schaaf commented that he would appreciate a finding by the Committee that the concept of a transit information system would be consistent with the findings of regional significance and therefore a potential activity to which MetroGIS resources could be assigned.

After a wide-ranging discussion, the general thinking of the Committee is summed up by the following statements:
1) The data development-related eligibility criterion that calls for a seven-county geographic extent to qualify for a finding of regional significance is important but should not disqualify an otherwise strong proposal.
2) Data development proposals that involve all seven counties have higher priority than those that do not.
3) The concept of a transit information system is generally in-line with the objective of regional significant activity but a definitive response cannot be offered until the specifics are available for the Committee's consideration.

(*Editor's note: This topic was shared with the Chairperson of the Policy Board on December 19 as part of the agenda setting discussion for the Board's January 18, 2012 meeting. The conclusion was that the request is premature to share with the Policy Board until the specifics of the proposal are well defined.*)

7. ACTION AND DISCUSSION ITEMS
a) Election of 2012 Officers
Chairperson Wakefield and Vice Chairperson Henschel thanked the members for the opportunity to serve as Chair and Vice –Chair the past three years.

Chairperson Wakefield then asked for nominations for the 2012 chairperson. Henschel nominated Member Bitner. Member Henry moved and Member Knippel seconded to close the nominations and elect Member Bitner to serve a the Committee Chairperson in 2012. Motion carried, ayes all.

Chairperson Wakefield then asked for nominations for the 2012 vice chairperson. Chairperson-elect Bittner nominated Member Brandt. Member Henry moved and Member Knippel seconded to close the nominations and elect Member Brandt to serve a the Committee Vice Chairperson in 2012. Motion carried, ayes all.

The members congratulated both new officers and thanked them for accepting these roles. The new officers deferred to Past Chairperson Wakefield to conduct the remainder of the meeting.

b) GECCo Workshop (Connecting GI with Emergency Responders Next Steps

Steve Swazee, Project Manager for the October 27, 28 Twin Cities GECCo Workshop and Principal with Shared Geo, summarized the intent of the GECCo Workshop and preliminary recommendations for next steps. (Refer to his slides for the specifics.) He asked if it would be possible to attend the Committee's March meeting at which time he believed that he would be prepared to present recommended next steps as well as identify actions that would be relevant to MetroGIS's objectives. The Committee accepted Swazee's request to present at the March meeting.

Knippel mentioned that the table top exercise is packaged and ready to be reissued, all that is needed is a facilitation team.

c)   Leadership Succession Strategy

Chairperson Wakefield introduced Member Bitner, who chaired the Leadership Succession Workgroup, to present the workgroup's recommendation for roles and responsibilities desired for the MetroGIS Staff Coordinator position. Bitner began by thanking Member Gelbmann, Metropolitan Council GIS Manager and the MetroGIS Staff Coordinator's supervisor, for inviting MetroGIS to offer its preferences to the Council for this key MetroGIS leadership and support position in preparation for filling the position upon the current Coordinator's retirement in February.

Workgroup member Gelbmann thanked the other workgroup members for their suggestions, noting that the process to develop the subject recommendation had been a valuable experience. He also confirmed that the Council's selection committee will include a MetroGIS representative. He then shared an updated version of the recommendation, in which he added two additional statements. The Committee concurred that the two modifications were appropriate to include.

Member Bitner affirmed that the workgroup also intends to offer similar recommendations concerning expectations for other leadership roles (e.g., officers of the Policy Board and Coordinating Committee).

Chairperson Wakefield called for comments from other Committee members to the updated version of the Workgroup's recommendation. Member Vander Schaaf suggested that the list of skills should be expanded to include:

- Ability to relate to people with varying points of view and perspectives.
- Ability to innovate, recognize opportunities to innovate.

Wencl suggested that the roles should include a statement that the individual will be expected to seek out an active role related state, federal and national initiatives, noting the current Staff Coordinator's efforts to do have been important to MetroGIS's efforts.

Motion: Chairperson-elect Bitner moved and Member Gelbmann seconded to endorse the Workgroup's suggested job description for the MetroGIS Staff Coordinator position, subject to the two changes offered by Gelbmann in the handout at the meeting and the three modifications suggested by the Committee at the meeting, as explained above. Motion carried, ayes all.

(***Editor's note***: *The Committee's final recommendation is presented in Attachment A*.)

d) Communication Strategic Objectives

Member Wakefield introduced Member Read, who chaired the Communication Strategic Objectives Workgroup, to present the workgroup's recommendation to the Committee. Communication is not just a function for MetroGIS staff, but is something in which everyone involved in MetroGIS plays an important role. The overarching objective of the Strategy is to allow broad participation by MetroGIS participants in the communication needed to maintain high-quality, timely products to serve the region. Read summarized the four broad objectives that had been defined upon which to

development of a MetroGIS Communications Plan. She also summarized two immediate actions for which the Committee sought approval to immediately begin to work on.

During the Committee's discussion of the Committee's recommendation, Wakefield suggested that the Committee look into a Bush Foundation program named InCommons because it has similar objectives to those that the Committee has defined.

Motion: Member Read moved and Member Henry seconded to accept the four strategic communication objectives recommend by the Workgroup and the following actions to be started immediately:

1. <u>Hire a professional Facilitator/Web Designer</u> to develop a requirements document for redesign of the MetroGIS web site. This would include:
   a. Collect input from stakeholders through surveys and group meetings, and document "user stories" that can be used by developers
   b. Collect input from current site maintainers on needs for content management solutions
   c. Examine technology pros and cons re: hosting with Metropolitan Council vs. alternatives, and considerations for how web site could interact with other e-communications tools (e.g., collaboration site, social media, outreach feeds)
   d. Prepare a report outlining requirements which can be used by Staff to prepare an RFP for developers

   (The target would be to get a report back to the Coordinating Committee by the March 2012 meeting (if hiring of Facilitator/ Designer can be done quickly) and have a proposed RFP available for Coordinating Committee approval by the June meeting so web site development can begin in 2012.

2. Find out what capabilities for collaboration tools are available now among MetroGIS participants. Begin testing prototypes with available collaboration tools (such as SharePoint and GoogleApps) in workgroups, and test a LinkedIn group. Get feedback to staff and Coordinating Committee on experience with these tools, preferably by June, in conjunction with development of web site RFP.

Motion carried ayes all.

(*Editor's note: This topic was shared with the Chairperson of the Policy Board on December 19 as part of the agenda setting discussion for the Board's January 18, 2012 meeting. The conclusion was that the action of the Committee should be shared with the Board as an update, as opposed to a action item, because the Board had previously directed the Committee to work on this project*.)

e) **2011 Accomplishments**
   Staff Coordinator Johnson summarized the list of accomplishments presented in the agenda report. Read suggested and the group concurred that the Leadership Succession and Communication Strategic Objectives projects should be added to listing of 2011 Accomplishments.

f) **Preliminary 2012 Work Plan and Budget**
   Staff Coordinator Johnson summarized several suggested refinements to the preliminary work plan and budget previously considered by the Committee in September. No objection was raised about any of the following changes as presented in the agenda report:
   • Add a Phase II Quantify Public Value project
   • Declare as two distinct projects the "Explore Regional Base Map Service (*push locally-produced data to commercial providers*)" and the modifier in *italics*.
   • Add that the Committee assess its work priorities in June 2012, once the new Staff Coordinator is on board.

Based upon comments made by the Steve Swazee at the conclusion of his presentation earlier in the meeting (Item 7b), it was mutually concurred that a determination cannot be made until after Swazee's

presentation at the March meeting as to whether it is appropriate for MetroGIS to incorporate into its work plan a next step in response to the Twin Cities GECCo Workshop findings.

Johnson then introduced Janie Norton, MetroGIS Project Manager, to share the findings of the "Identify Enhancements to Regional Solutions" project, noting that they were not available when the agenda report was developed:

- 8 enhancements fall under current projects (ex: *Address Points, Street Centerlines*)
- 2 relate to state-level advocacy (*statewide land cover and municipal boundaries*)
- 2 policy/procedural changes – (*parcel update frequency and municipal boundary accuracy)*
- 1 needs further discussion/clarification (*land cover*)

The Committee concurred with staff's conclusion that eight of the desired improvements fall within the scope of currently in-progress projects and that no new projects are required to investigate options and define appropriate actions for them. See motions 1 and 2, below) for direction that the Committee provided concerning next steps for the other five enhancements identified as priorities for MetroGIS to pursue.

The Committee's actions/direction were as follows:

<u>**Motion 1:**</u>

Member Read moved and Chair-elect Bitner seconded to:

a) Direct staff to speak with appropriate officials at MnGeo/other state agencies to determine if MnGeo is willing to explore the above-stated stakeholder needs regarding statewide land cover and municipal boundaries solutions.

b) Ask MnGeo if a letter of request from the MetroGIS Policy Board would help them secure the permissions/ resources they need to accept responsibility to work on these needs.

Motion carried, ayes all.

All concurred that it may be beneficial to wait to contact MnGeo until the pending transition to a new Director has occurred.

<u>**Motion 2:**</u>

Chair-elect Bitner moved and Member Read seconded to:

A) Chair and Vice Chair to work with support staff to take the following actions and report the results at Committee's March meeting for Committee action:

   a) Investigate interest among Committee members and survey participants to create or use an existing workgroup(s) to explore options to address the needs relating to above-cited parcel update frequency and municipal boundary accuracy needs.

   b) Contact individuals who requested improvement to the Land Cover Dataset and clarify their concern(s).

B) Reallocate the $5,000 set aside in the 2012 budget (page 41 of the agenda packet) for potential dataset enhancement projects to the Address Points Editing Tool project until the RFP process for the Editing Tool project is complete.

C) Acknowledge that once the new Staff Coordinator is on board that MetroGIS should undertake a process to affirm that everyone is on the same page in terms of MetroGIS's mission, strategic direction, guiding principles, etc. If consultant assistance will be sought to facilitate the process, the expense should be budgeted for 2013, <u>not 2012</u>. The $10,000 suggested for this activity in the preliminary 2012 budget should be moved to the 2012 project - Website Redesign /On-line collaboration tool line item for a total of $25,000 in 2012.

Motion carried, ayes all. (<u>Note:</u> The 2012 work plan and budget as endorsed by the Committee is presented in Attachment B.)

g) Meeting Schedule

The meeting schedule presented in the agenda report was accepted: March 22, June 21, September 20, and December 13.

h) Fill Vacant Committee Seat – Business Geographics

The Staff Coordinator shared the information presented in the agenda report. The Committee discussed a few options for proceeding.

Motion: Chair-elect Bitner moved and vice chair-elect Brandt seconded to invite each of the participants in the Business Focus Group that was part of the MetroGIS Quantify Public Value Study to express interest in serving on the Coordinating Committee. Motion carried, ayes all.

The consensus was also to invite several GIS service providers to express interest in serving on the Committee, given the change in status of Larry Charboneau, the current representative.

8. MAJOR PROJECT UP-DATES

No comments offered.

9. INFORMATION SHARING

No comments offered.

10. NEXT MEETING

The next meeting of the Coordinating Committee is scheduled for Thursday, March 22, 2012.

11. ADJOURN

The meeting adjourned at 3:55 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

ATTACHMENT A

**SUGGESTED DUTIES AND QUALIFICATIONS
METROGIS STAFF COORDINATOR**

(AS ENDORSED BY THE METROGIS COORDINATING COMMITTEE ON DECEMBER 15, 2011)

The Metropolitan Council has dedicated significant human resources to MetroGIS since its inception. The role of the MetroGIS Staff Coordinator ("GIS Liaison" for internal Council HR purposes) is vital to the functioning of MetroGIS, particularly the role of "fostering collaboration and knowledge sharing", as recognized in the 2008-2011 MetroGIS business plan.

On October 22, 2008, the MetroGIS Policy Board directed the development of and accepted "10 Key Elements for a Leadership Development Plan" as a framework to maintain key leadership for MetroGIS. The MetroGIS Staff Coordinator was identified as one of the key leaders and staff to MetroGIS. One of the key elements included the creation of "a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff". With a recognition that any "input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role".

The Policy Board respectfully submits the following information related to the critical roles and skills to Metropolitan Council management for consideration in staffing decisions regarding the GIS Coordinator position.

Major Roles and Responsibilities of the Coordinator Position:
1. Strategic Planning: Facilitate and manage processes to define a shared vision, strategic objectives, guiding principles, core competencies, key strategies, and organizational performance measures.
2. MetroGIS Operations:
   a. Provide lead support to develop annual MetroGIS work plans and budgets, ensuring consistency with strategic objectives and changing stakeholder needs, and acceptable to the organization(s) from which funding is received.
   b. Provide lead support to the MetroGIS Policy Board and Coordinating Committee in formulating policies and procedures needed to collaboratively address shared geospatial needs.
   c. Work with MetroGIS Policy Board and Coordinating Committee leadership to coordinate setting agendas, drafting minutes, drafting reports, and running meetings.
   d. Facilitate development and monitoring of performance measures to evaluate the effectiveness of collective actions to accomplish mission, vision, and strategic objectives of the MetroGIS organization.
   e. Facilitate documentation of stakeholder benefit realized / public value created from data sharing and existence of regional solutions to shared geospatial needs.
   f. Ensure MetroGIS activities and projects are effectively managed, including such things as securing necessary resources, organizing teams of appropriate individuals representing affected stakeholders, establishing realistic project goals and work plans, and monitoring work progress.
   g. Negotiate policies, contracts, and legal agreements in conjunction with legal staff as required to accomplish specified objectives.

     h. Manage procurement processes for projects funded with Metropolitan Council funds.

     i. Explore sources of grants and funding opportunities to further build on core stakeholder investments including public-private partnerships and grants.

4. Outreach:

     a. Advocate for collaborative solutions to shared geospatial needs, including sharing of GIS data and applications:
   - Present about MetroGIS at conferences and other meetings.
   - Maintain communication with Minnesota State Geographic Information Officer.
   - Moderate information through email lists and other media
   - Identify and engage all sectors of the geospatial community and other stakeholders.
   - Share examples of successful collaborative models.

     b. Manage the content of the MetroGIS website and other outreach media.

     c. Maintain connections with similar initiatives happening at local, regional, and state, and national levels and participate in related initiatives at the state, federal and national levels to advocate for MetroGIS needs and philosophy.

     d. Maintain connections with GIS users groups in the area.

Skills:

- Knowledge of current trends in geographical information systems in local government geospatial data and applications, geospatial data standards, geospatial data licensing and distribution agreements, organization and operation of regional GIS collaboratives, and the principals of the National Spatial Data Infrastructure (NSDI).
- Knowledge of a wide range of geographic principles, application of GIS concepts, and standards.
- Knowledge of public policy development processes and protocols.
- Knowledge and understanding of intergovernmental relationships.
- Ability to write clear, concise, and logical reports and to make clear verbal and written presentations.
- Ability to effectively use current web, collaboration and social media technology to effectively communicate with the GIS community
- Ability to effectively communicate in various sized groups.
- Ability to effectively manage and support committees and teams, and to plan, arrange, and conduct meetings.
- Ability to relate to people with varying points of view and perspectives.
- Ability to innovate, recognize opportunities to innovate.
- Ability to independently design and manage work assignments and effectively juggle several projects simultaneously.

2012 MetroGIS Work Plan
(As Endorsed by the MetroGIS Coordinating Committee - December 15, 2011)

Major Program Objective (Numbers intended to designate relative importance)	Priority	Comments	Lead Responsibility
1. Sustain existing solutions to shared geospatial needs and traditional "foster collaboration" support activities[1].	**Very High**	<u>Ongoing.</u> Directive set forth in the 2008-2011 MetroGIS Business Plan.	Designated Custodians and Staff Coordinator
2. Complete and implement a Leadership Succession Strategy	**Very High**	<u>In process.</u> First component (Staff Coordinator position) complete in January. Work on expectations for other leadership roles to continue in 2012.	Communications Workgroup
3a. Complete Phase I MetroGIS Quantify Public Value (QPV) Study.

3b. Pursue a Phase II QPV Study To Explore Findings Of Phase I In More Detail. | **Very High** | <u>In process.</u> Phase I to be complete in January 2012. The results of Phase I are expected to reveal areas for which further research is necessary to more fully understand public value created through sharing of geospatial resources – a prerequisite to fully realizing the MetroGIS vision. Phase II would explore those areas. Suggest pursuit of sole source contract with Phase I contractor. Also, suggest pursuit of a collaborative funding model and/or application for a 2012 NSDI CAP Grant | Phase I:- QPV Study Workgroup and Staff Coordinator. Contractor to lead the study.

Phase II: TBD based upon availability of funding and staff support capacity. |
4. Redesign & Re-Launch MetroGIS's website, Communication Tools (e.g., online collaboration capability), and Training for these use of these tools.	**Very High**	<u>In process</u>.	Communications Workgroup and MetroGIS Project Manager
5. Define New Collaborative Street Centerline Maintenance Model	**Very High**	<u>In process</u>. Two year contract with AppGeo is in-place.	Consultant and MetroGIS Project Manager
6. Explore Public-Private Partnership Opportunities	**Very High**	<u>In process</u>. Buy-in at staff level achieved to conduct a pilot.	Staff Coordinator
7. Move Prototype Address Points Editing Tool to Operational Status and Proceed with Development of a Regional Address Points Dataset	**Very High**	<u>In process</u> Once the Web-Editing tool is operational to assist smaller producers of address data participate in the regional solution, work on broadly populating the actual regional dataset can accelerate.	Address Workgroup - Mark Kotz, Chair.
8. Pursue High Priority Enhancements To Existing Regional Solutions Identified via 2011 Needs Assessment.	**Very High**	<u>In process</u> Next steps defined by the Coordinating Committee on December 15, 2011 for five enhancements that are not related to current initiatives. Eight improvements also to be incorporated into on-going initiatives.	MetroGIS workgroups and staff TDB
9. Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives	**High**	<u>New for Second half 2012</u>: The current Business Plan was not expected to guide MetroGIS beyond 2011. After the new Staff Coordinator is hired, begin process by which the new leadership concur on mission, objectives, priorities, etc. to ensure relevancy to changing needs of the stakeholder community. If a consultant to be retained, the expense to be budgeted from 2013	TBD – decide after appointment of new Staff Coordinator
10. Explore Regional Base Map Service	**High**	<u>New for 2012</u>. .	TBD
11. Project(s) to "*Push Locally-Produced Data To Commercial Providers*")	**High**	<u>New for 2012</u>	TBD

Major Program Objective (Numbers intended to designate relative importance)	Priority	Comments	Lead Responsibility
12. Complete Communications Plan	**Medium**	2012, possibly 2013 . Phase I – define strategic objectives for the plan completed in 2011. Once work on the redesign of the MetroGIS website and new on-line collaboration tools is well in hand, work on implementing the other communication strategies to be initiated.	Communications Workgroup. Staff support TBD.
13. Define Organizational Structure for Cost Sharing Across Sectors	**Medium**	TBD: To be driven by partners involved- Item 6)	TBD
(x) Improve Emergency Manager Access To Geospatial Resources - Recommendations Of GECCo Forum	**TBD**	TBD March 2012: Next Steps to address priority needs defined at the GECCo Forum hosted on October 27 and 28 to be shared with the Committee in March for consideration as to what action by MetroGIS is appropriate.	TBD
(x).Develop Performance Metrics (Phase II) / Plan to Sustain Critical Competencies	**Premature**	Premature. Results of QPV Study (Item 3) and updated Business Plan (Item 10) needed to frame the strategic outcomes and performance measure topics	TBD.

[1] Traditional activities that comprise the MetroGIS "foster collaboration" function include:

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

ATTACHMENT C
2012 MetroGIS Budget
"Foster Collaboration" Function
(As Endorsed by the MetroGIS Coordinating Committee - December 15, 2011)

	2011	2012	2012	2013
		Preliminary	**Recommended**	
The number preceding each activity aligns with the relative importance ranking in Work Plan - Attachment B. Activities that are supported solely by staff or grant-funded are not listed in this document.	*Approved (7/20/2011)*	*PB Acknowledged 10/19/11*	*CC (12/15/11)*	
	$57,900	*$57,700*	*$57,700*	
A. Identify and Implement Solutions to Specific Shared Information and Application Needs				
(5) Define New Collaborative Street Centerline Maintenance Model (*2-yr Contract in place October 2010*)	$10,400	$12,700	$12,700	
(7) Move to Operational Address Points Editing Tool[a]	$10,000	$5,000	$15,000	
(x) Improve Emergency Manager Access to Geospatial Resources - Recommendations of GECCo Workshop			*(decide 3/2012)*	
B. Organizational Development and Communication Projects				
Next-Generation MetroGIS Needs Assessment[b]	$35,000			
(4) Redesign & Re-Launch MetroGIS Website	Staff	$15,000	$25,000	
(9) Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives				TBD
(12) Communication Plan (*late 2012 or 2013*)	Staff	$5,000	$0	TBD
(x) Develop Performance Metrics Phase II (*How well doing to achieve 8 strategic objectives?*) / Plan to Sustain Critical Competencies [c]		$15,000	$0	
C. Discretionary (*Per June 2011 Coordinating Committee recommendation*)	$2,500	$5,000	$5,000	
Regional Parcel Data Sharing Agreement (contract payments to counties)	*$28,000*	*$28,000*	*$28,000*	*$28,000*
Brochures for Website & Hand outs /Web domain registrations (www.metrogis and www.datafinder - $36/ea)	**$100**	**$300**	**$300**	
	$86,000	**$86,000**	**$86,000**	

[a] RFP published December 2011.
[b] Includes prototype process to identify improvements to Regional Solutions
[c] See Strategy 1 on Pg 48 of 2008-2011 Business Plan)
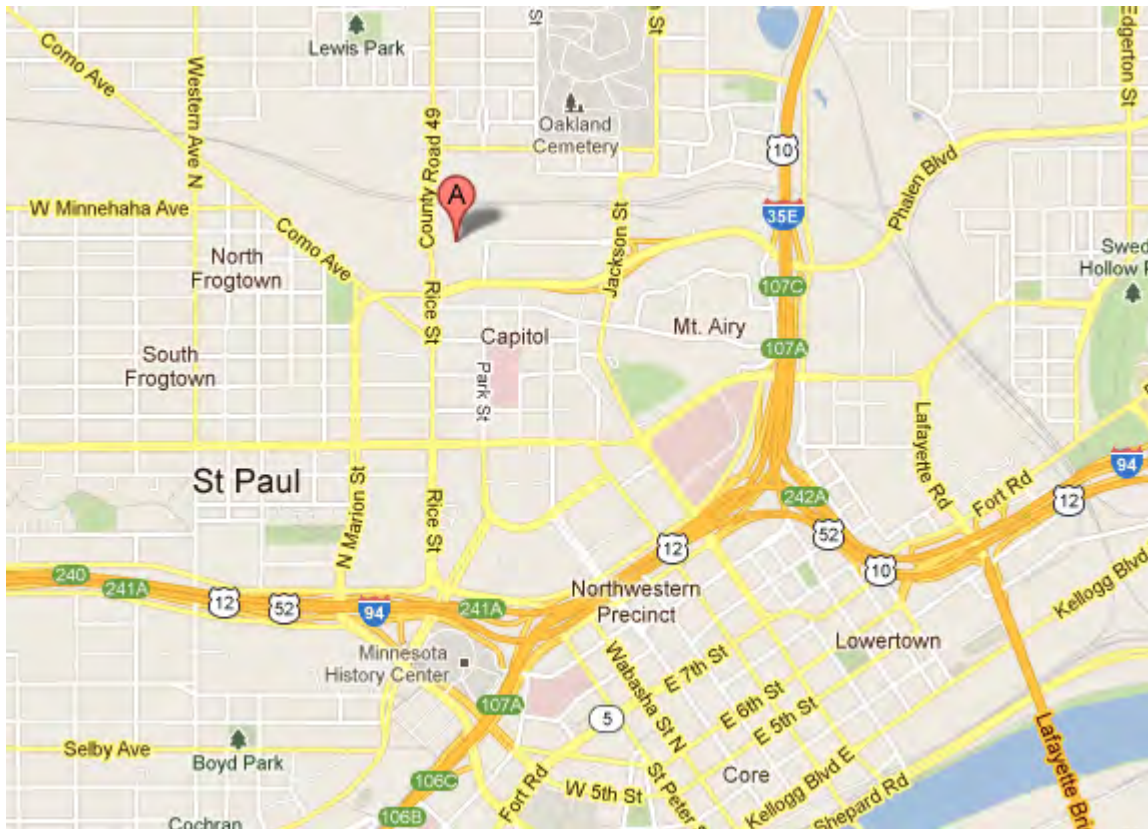
MetroGIS Coordinating Committee

Thursday, March 22, 2012
Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
1:00 to 3:30 p.m.
See directory in lobby for meeting room location

Agenda

Mission: 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

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 for more information

Agenda Item 4
Summary of January 2012 Policy Board Meeting

From: Mark Kotz, Interim Staff Coordinator

The following **major** topics were considered or acted on by the Policy Board on January 18. Refer to the meeting minutes for information about each item and other topics considered by the Board.

Leadership Succession Strategy
The Board approved the desired roles and responsibilities of the Staff Coordinator position, as presented n the agenda report, and encouraged the Metropolitan Council to incorporate them in to the Staff Coordinator's position description.

Strategic Communication Objectives
The Board accepted the four strategic communication objectives, as recommended by the Coordinating Committee.

2012 Program Objectives and Budget
The Board endorsed the 2012 work plan and budget for MetroGIS's "Foster Collaboration" function, as recommended by the Coordinating Committee.

Agenda Item 5
Lightning Round

Introduction

Coordinating Committee members are invited to share any ideas that they may have for potential regionally significant collaborative initiatives. Each member should be given up to 1 minute.

Agenda Item 6b
Enhancements to Endorsements to Regional Solutions

From: Mark Kotz, Interim Staff Coordinator

Introduction

At the December 2011 Coordinating Committee meeting, Janie Norton, MetroGIS Project Manager, shared the findings of the "Identify Enhancements to Regional Solutions" project. At that time the two final documents for that project had not yet been completed.   Also, several action items related to this topic were identified at the December meeting that require follow-up or reporting at the March meeting.

Project Documents

The two final documents from the project are provided as attachments and are described below.

> **MetroGIS_RegionalDataImprovementPlan.pdf**
> This report describes the process used for the project and proposes the work plan items that were discussed at the December 2011 Coordinating Committee meeting.

> **MetroGIS_PotentialDataEnhancements_StandardProcedures.pdf**
> This document proposes standard procedures for identifying enhancements to regional solutions.

Action Items from December 2011 Meeting

The following action items were defined at the December meeting.

1) Staff to:
    a) speak with appropriate officials at MnGeo/other state agencies to determine if MnGeo is willing to explore the stakeholder needs regarding statewide land cover and municipal boundaries
    b) ask MnGeo if a letter of request from the MetroGIS Policy Board would help them secure the permissions/ resources they need to accept responsibility to work on these needs
    c) wait to contact MnGeo until the pending transition to a new Director has occurred

Update: Metropolitan Council already has a state wide municipal boundary dataset created as a hybrid of MnGeo's state wide dataset and the MetroGIS 7-county dataset. This has been updated very infrequently. The Met Council is considering updating this quarterly with the metro municipal boundary update and making the hybrid state wide data available on DataFinder. No further action will be taken related to land cover until after a new MnGeo director is in place.

2) Chair and Vice Chair to work with support staff to
    a) Investigate interest among Committee members and survey participants to create or use an existing workgroup(s) to explore options to address the needs relating to parcel update frequency and municipal boundary accuracy
    b) Contact individuals who requested improvement to the Land Cover Dataset and clarify their concerns

Staff Recommendation: Because the needs assessment results were not as well justified or representative as we would have liked, and because the new staff coordinator is not in place, interim staff recommends no action on this item at this time. Further action should be considered once the new coordinator is hired.

Agenda Item 6c
Private Sector Representative on the Coordinating Committee

From: Mark Kotz, Interim Staff Coordinator

Introduction

The Coordinating Committee has two vacant seats representing "Business Geographics" and "GIS Consultant" categories. On January 13, Randy Johnson sent an email to seven potential candidates identified by the Committee. Each was invited to submit a "letter of interest" by February 10th and address three questions:

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.

A follow-up email was sent by Chair Bitner on February 7th. Letters of interest were received from three candidates.

- Jeff Budish, Investment Sales Broker, CBRE | Brokerage
- Curt Carlson, GIS Coordinator, NorthstarMLS
- Adam Fisher, Data and Technology Manager, Minnesota Commercial Association of Real Estate

All three candidates appear to represent the Business Geographics sector. Letters of interest follow.

Recommendation

Nominate and approve one or two new representatives to the Coordinating Committee from the three candidates.

Jeff Budish, Investment Sales Broker, CBRE | Brokerage

From: Budish, Jeff @ Minneapolis [mailto:Jeff.Budish@cbre.com]
Sent: Tuesday, February 07, 2012 1:30 PM
To: Bitner, David
Cc: Kotz, Mark
Subject: RE: MetroGIS Coordinating Committee - Private Sector Representative

Hi David,

I am responding to say that I would like to attend the MetroGIS Coordinating Committee….see below for the responses to your questions.

Describe who you are; your background and interests relating to geospatial technology

Jeff Budish, CBRE (commercial brokerage Company). Previously in the research department, currently an investment sales broker. We work closely with developers, cities, owners, etc.

Describe why you are interested in serving on the MetroGIS Coordinating Committee

It is very applicable to day-to-day business activities. I believe it will be a necessary skill / understanding to have going forward in our economy / society.

Describe how you propose to communicate with your community of interest.

CBRE is the largest local real estate brokerage firm. While I am no longer in research, most professionals in my company still sees me as the conduit into the world of GIS & site information. I do annual presentations within our office explaining new utilization of information. This information is then used by our brokers to help owners, developers, etc. understand their real estate better and make more informed decisions.

Thanks,

Jeff

Jeff Budish
CBRE | Brokerage
4400 West 78th St, Suite 200 | Bloomington, MN 55435
T 952-924-4842 | C 952-210-0598
jeff.budish@cbre.com www.cbre.com

Curt Carlson, GIS Coordinator, NorthstarMLS

Dear David:

Please consider this letter as an indication of my desire to be considered for the open position representing the "Business Geographics Community" on the MetroGIS Coordinating Committee.

I am interested in adding my input and voice to the next set of issues and challenges facing MetroGIS in the coming years. I feel that I have a unique and valuable viewpoint to add as a representative of private business in Minnesota and the custodian of one of the largest privately managed cadastral datasets in the state. In addition, I can bring my experience and expertise as an advisor on various boards and committees at the state level to the MetroGIS Coordinating Committee. The Business Geographics Community has not been represented on the Committee since the departure of Patrick Hamilton in 2008. I feel it's appropriate and prudent to fill that seat with another GIS-minded representative with Real Estate industry experience in Minnesota. After all, GIS is 'where it's at.'

Below, is a brief bio excerpted and updated from that found on the former Governor's Council website:

Curt Carlson manages GIS products and services at the Regional Multiple Listing Service of Minnesota (RMLS-MN) where he oversees the spatial use of cadastral and geographic-related property characteristics data for 2.8 million parcels in Minnesota and western Wisconsin. Curt began his career in 1988 at Etak, Inc., in Menlo Park, California where he and his colleagues developed the world's first in-vehicle navigation device and the map data upon which it depended. During his career, Curt has worked with Etak, Navteq, and TeleAtlas in supervisory map data production roles and as such, has contributed to the production of the map data upon which Google, Yahoo and Mapquest depend as well as over 90% of the GPS-based in-vehicle navigation devices sold in North America prior to 2009. He has held his current position as GIS Coordinator at NorthstarMLS since January of 2007.

- Member, Minnesota Governor's Council on Geographic Information, 2008-2009
- Co-chair, MNGeo Digital Cadastral Data Committee (DCDC) , 2008 – 2011
- Member, MNGeo Digital Cadastral Data Committee (DCDC) , 2011 – ongoing
- Advisory Committee Member, MnGeo GLO Field Notes Scanning Project, 2010-2011
- Advisory Committee Member, MnGeo Statewide Parcel Business Plan, 2010-2013

Thank you for your consideration. I look forward to working with the MetroGIS Coordinating Committee and my colleagues in the industry.

Sincerely,
Curtis Carlson
--
Curtis L. Carlson | GIS Coordinator
NorthstarMLS®
ccarlson@northstarmls.com
651-251-3212 | 651-251-3254
2550 University Avenue W., Suite 259S Saint Paul, MN 55114
44° 57' 53.92" N 93° 12' 13.79" W

www.northstarmls.com
For your Information. For your Success.

Adam Fisher, Data and Technology Manager, Minnesota Commercial Association of Real Estate

Adam Fisher
Minnesota Commercial Association of Real Estate
6800 France Avenue South, STE 760
Edina, MN 55435
February 13, 2012

Dear David Bitner:

Thank you very much for the opportunity to be more closely involved in the work of MetroGIS. The commercial real estate community benefits strongly from the past work of your organization. Industry leaders recognize the benefits of greater partnership toward making data more freely available across sectors. They are particularly interested in how such ties can stimulate job growth in MN.

My work involves driving the implementation of new technology initiatives and data improvement goals for the nationally-recognized MNCAR Exchange Commercial Property Database (Exchange). This database provides the most complete set of commercial property data and related datasets available in our market. Over 1200 commercial real estate practitioners in MN use our system including commercial brokers, developers, economic development professionals, owners, city planners, and appraisers. Our system integrates parcel data for 15 counties with a variety of other data sets and serves the needs of both public and private sector professionals across MN.

It is the strength of our local partnerships which supports the breadth and quality of our data. By collaborating and sharing costs with other local organizations we've improved our data at greatly-reduced cost to the benefit of a broad cross-section of our industry. We see involvement with MetroGIS as a strong opportunity to build additional partnerships in MN for making standardized parcel and other geo-spacial data more broadly available. We also see opportunities for identifying common data needs across sectors and working in cooperation with others in our market to meet them.

I'll be working to build consensus amongst leaders in the commercial real estate industry on how to invest and collaborate with others to reach our data-related goals. I'm involved in the following decision-making groups where I'll be exploring possibilities and building consensus on increasing our use of geo-spacial technologies: MNCAR Board of Directors, MNCAR Data Improvement Committee, Joint MNCAR/ADN Committee, MNCAR Member Services Committee, MNCAR Data Review Committee, and the Joint MNCAR/EDAM Committee. As providers of listing data for MNProspector.com and GreaterMSP.org we'll also work with them to explore ways to benefit the site selection process in MN through collaboration on map-based data improvement.

Thank you again for the opportunity to be more involved with MetroGIS. We look forward to further supporting the important work you do.

Sincerely,

Adam Fisher, Data and Technology Manager
Minnesota Commercial Association of Real Estate

Agenda Item 6d
Proposed Changes to MN Data Practices Act

From: Mark Kotz, Interim Staff Coordinator

Introduction

Within the MN legislature, changes are proposed to the MN Government Data Practices Act specifically related to geospatial data. The proposed new language can be found in House File 2201 and Senate File 2190. The new language as originally proposed is shown below. This language could change and may or may not be approved by the legislature.

> 5.14 (g) Electronic geospatial government data maintained by a government entity shall
> 5.15 be shared at no cost to government entities and federal and tribal government agencies.
> 5.16 Request for copies of the data under this section must be made to the government entity
> 5.17 that originally developed the data. Any data received by a government entity under this
> 5.18 subdivision may only be reproduced or redistributed as permitted by the government
> 5.19 entity that developed the data. Government entities are immune from civil liability for
> 5.20 any data shared at no cost as provided by this subdivision.

The current language does not appear as though it would have an effect on MetroGIS. Some had hoped that it might help reduce the considerable staff resources we collectively put into developing and administering the parcel data agreements. However, we go a step further than just government to government sharing and redistribute to non-government entities (Universities), which are beyond the scope of this current language. It is possible that academic institutions could be included in revised language.

For More Info.

- A good discussion of this topic can be found on the MN GIS/LIS Consortium's LinkedIn group here www.linkedin.com/groups/Proposed-Changes-MN-Data-Practices-3784690.S.97149751?qid=e9f03f08-3311-487d-902d-20a88f1bf04f&trk=group_most_popular-0-b-ttl&goback=%2Egmp_3784690

- HF2201 can be found here:
  www.revisor.mn.gov/revisor/pages/search_status/status_detail.php?b=House&f=HF2201&ssn=0&y=2012

- SF2190 can be found here:
  www.revisor.mn.gov/revisor/pages/search_status/status_detail.php?b=Senate&f=SF2190&ssn=0&y=2011

- For the full text see this link. The geospatial data part starts at line 5.14.
  www.revisor.mn.gov/bin/bldbill.php?bill=H2201.0.html&session=ls87 .

Agenda Item 6e
Gopher One Call and Address Points Data

From: David Brandt, Washington County

Background

To improve service, Gopher State One Call (GSOC) has requested address point data from every county in the state. The Metro county data producers met with GSOC-Korterra staff on Feb 7 to discuss their need. Some counties are able to provide this data easily. Others require a change in data policy.

Agenda Item 7a
GECCo – After Action Report/Improvement Plan

From: Steve Swazee

Introduction

Steve Swazee will deliver an update presentation on the GECCo effort to include a first look presentation on the After Action Report/Improvement Plan, the review and finalization process going forward, and potential implications for MetroGIS and the region.

Agenda Item 7b
Communications Workgroup

From: Nancy Read, Chair, Communications Workgroup

Background

Communication is not just a function for MetroGIS staff, but is something in which everyone involved in MetroGIS plays an important role. Our goal is to provide a framework to allow broad participation by MetroGIS participants in maintaining high-quality, timely products to serve the region. This will use a range of solutions (electronic and otherwise) appropriate for different situations which can reinforce each other, are cost-effective and maintainable, and provide opportunities for increased collaboration.

Communication Strategy should support the following elements:
1. Discovery – what MetroGIS is/does/has (primary tool: MetroGIS main web site)
2. Professional Networking (primary tool: social media such as Linked In)
3. Support of Working Groups (with tools for document sharing and discussion)
4. Outreach

For more background see notes from the Nov. 28, 2011 Communications Workshop, available at http://www.metrogis.org/teams/cc/meetings/11_1215/2011_1128-MetroGIS_CommStrat_mtgnotes-d_final.pdf

Status of Action Items

The following actions were reviewed at the Dec. 2011 Coordinating Committee meeting and the January 2012 Policy Board meeting. Status for each is given below.

1. Hire a professional Facilitator/Web Designer to develop a requirements document for redesign of the MetroGIS web site. This would include:
   - Collect input from stakeholders through surveys and group meetings, and document "user stories" that can be used by developers
   - Collect input from current site maintainers on needs for content management solutions
   - Examine technology pros and cons re: hosting with Metro Council vs alternatives, and considerations for how web site could interact with other e-communications tools (e.g., collaboration site, social media, outreach feeds)
   - Prepare a report outlining requirements which can be used by Staff to prepare an RFP for developers

   Target would be to get a report back by March CC meeting (if hiring of Facilitator/Designer can be done quickly) and have proposed RFP available for CC approval by June meeting so web site development can begin in 2012. The workgroup had suggested a target budget of up to $5000 for the initial phase (hiring help to prepare an RFP, as outlined above). This would leave $20,000 in 2012 for implementation of the plan (as per CC budget total 12/15/2011).

   Status and Actions:
   - A Contract Initiation Memorandum was prepared by Metro Council staff for MetroGIS and has been signed (this is a major accomplishment given the MetroGIS staff turnover).

13

- Staff requested a review from the Metro Council Communications Department, and they recommended a budget of $45,000 to $75,000 for phase 1, assuming a total project budget of $100,000-$120,000. Even a 'face lift' they estimated would cost $50-$100 per page, and the current site is 500 pages, over 900 PDFs, and 500 links.
- Workgroup members are discussing options with staff; some of this might be left until new staff members are hired, as they would be spending the most time with whatever solution is proposed.
- We would like to get activity stats on the pages on the current site as background info.

2. Find out what capabilities for collaboration tools are available now among MetroGIS participants. Begin testing prototypes with available collaboration tools (such as Sharepoint and GoogleApps) in workgroups, and test a LinkedIn group. Get feedback to staff and CC on experience with these tools, preferably by June, in conjunction with development of web site RFP.

Status and Actions:
- A MetroGIS LinkedIN group has been established and there is a link to it on the MetroGIS.org home page (www.metrogis.org on the bottom of the page, try it out!). Workgroup members will be testing this more in the near future.
- A Communications Workgroup page in the Metro Council Sharepoint was established and is in testing.
- The Leadership Succession Workgroup used a Google Docs page for their collaborative work, and we would like to get their feedback on that tool.

The Communications Workgroup has not met since the last Coordinating Committee meeting. A meeting will be planned soon to address the issues raised by the Metro Council cost estimates, and to evaluate the collaboration tools tests.

Workgroup members: Randy Knippel, Rick Gelbmann, David Brandt, Nancy Read (and Janie Norton before she left MetroGIS).

Workshop (Nov. 28, 2011) participants: (* denotes member of MetroGIS Coordinating Committee)
Randy Knippel – Dakota County GIS Manager *
Rick Gelbmann- Metropolitan Council GIS Manager*
Janie Norton – MetroGIS, Project Manager (*ex officio)
David Brandt – Washington County GIS Manager*
David Bitner – Metropolitan Airports Commission GIS Manager*
Sally Wakefield – Envision MN, Director, and MetroGIS Coordinating Committee Chair*
Terry Schneider – Mayor, City of Minnetonka, and MetroGIS Policy Board Chair
Joe Sapletal – Dakota County GIS
Tanya Mayer – Metropolitan Council (GIS), does support for current MetroGIS web site
Mark Kotz - Metropolitan Council (GIS), does support for MetroGIS workgroups such as Address Points
Keith Anderson – LOGIS
Shawn Jacobsen – Metropolitan Council, Web Development
Mike Dolbow – Mn Dept. of Agriculture, GIS Manager and active with Mn GIS/LIS
Andrew Koebrick – Mn Dept. of Admin, IT support for MnGeo and other web sites
George Sawyer – independent web training consultant
Nancy Read – Metro Mosquito Control District, Technical Services Coordinator* (Facilitator)
Jon Peterson – Metro Mosquito Control District, Foreman and Computer Support Team (Note- taker)

Agenda Item 7c
Parcel Data Sharing Agreement - Update

From: Mark Kotz, Interim Staff Coordinator

Update

The renewed MetroGIS Parcel Data Sharing Agreement between the seven counties and the Met Council was finally signed by all parties on February 27th, 2012. Yippee!!!   All previous licensed users of the dataset have been notified of the new license agreement and Met Council staff are receiving a steady stream of license renewals. Additionally, the historical data (2008 and earlier) is now available for free download on DataFinder without a license.

Agreement Changes Facilitating Sharing Address Points Data

Some cities with address points data have been unable to redistribute those data because they were derived from county parcel data under a license agreement that did not allow redistribution of derivative products. The new stipulation in the parcel agreement that makes data more than 3 years old freely available may help to facilitate the contribution of address point data to the MetroGIS dataset. For example, Falcon Heights used Ramsey County parcel data to help create their address points prior to 2008. Since then, they have maintained the address data internally, completely separate from the county's parcel data. Until now they were unable to redistribute the data due to licensing restrictions. However, now that the historic parcel datasets are in the public domain, Falcon Heights is planning to contribute their data to the MetroGIS Address Points Dataset.

Agenda Item 7d
Address Points Dataset - Update

From: Mark Kotz, Chair, Address Workgroup

Background:

Back in 2004 MetroGIS formed an Address Workgroup to develop a vision for a MetroGIS Address Points Dataset and then to work toward realizing that vision. That dataset does exist, but sadly is comprised of data for only one city in the metro area.

How to Realize the Vision?

A number of efforts are needed in order for MetroGIS to realize the vision of a regional address points dataset. The most important missing elements are listed below.

Active Champions

The Address Points Dataset effort is badly in need of active champions, particularly at the managerial and policy maker levels. Such champions would ideally engage additional stakeholders at the county and city level to promote the value of this dataset and help to implement it at the local level.

Partnership with E9-1-1 Community

It is believed that the emergency response community would be the highest profile user of this dataset, with a critical need for such accurate and current address point data. MetroGIS would benefit greatly from a stronger partnership with this community. This engagement would be initiated by the champions described above.

Resolving Redistribution Constraints from Parcel Data

Some cities with address points data have been unable to redistribute those data because they were derived from county parcel data under a license agreement. Others are planning to create address points from parcel data and would face the same types of restrictions. A number of different strategies have been mentioned as possible ways to resolve these issues. (See agenda item 7c for one such resolution resulting from the new parcel agreement.)

Web Editing Tool

While many address authorities have the ability to create an address points dataset in-house, many small cities do not have the software or staff resources to do this. For this reason, MetroGIS is pursuing the development of an online editing tool. A prototype Address Points Editing Tool was developed in 2010 via a MetroGIS-funded project. **MetroGIS is now contracting to develop a production version of this tool that could be hosted by any government agency in Minnesota. It is expected that the editing tool will be completed and ready for installation at host organizations by the end of summer, 2012. Several counties have expressed interest in hosting the application for cities within their county.**

Agenda Item 7e
Minnesota Geospatial Commons - Update

From: Mark Kotz, Chair, Geospatial Commons Workgroup

Background

In the Fall of 2009 a joint MetroGIS and MnGeo workgroup, chaired by Mark Kotz, began developing a vision for the Minnesota Geospatial Commons. The group defined desired functions and created a modest proof-of-concept site hosted by MnGeo. In the Spring of 2010, the Workgroup proposed a phase 2 project for a production version of the Commons to the four project sponsors (CIOs of DNR, Met Council, Mn/DOT & MnGeo). The project sponsors asked that the project scope be expanded and agreed that MnGeo was the appropriate agency to own the project and host the Commons. The sponsors proposed a new organizational structure for the project workgroup, composed of members designated by 6 agencies (the four sponsors, plus Dept. of Agriculture and PCA) and with CIOs of those agencies acting as a steering group.

Current Status

Due to the government shutdown, the MnGeo move to OET, the state government IT consolidation and the impending change of leadership at MnGeo, no significant progress has been made on the Geospatial Commons project since that time. A draft chart is under development to be presented to OET leadership and the new CGIO once hired. At that time it is expected that a clear priority level and staff commitments for the Commons project can be established within state government.

Additionally, with the increased interest in online collaboration tools in MetroGIS, Kotz has been influencing the scope of the Commons project to increase the priority of such functionality within the Geospatial Commons.

Agenda Item 7f
Street Centerline Update Frequency - Update

From: Jon Hoekenga, Met Council staff lead

NCompass street centerlines are now being processed and posted for all licensed users on a monthly basis. Existing users were notified of the change at the end of February.

Agenda Item 7g
Next-Generation Street Centerline Maintenance Model - Update

From: Jon Hoekenga, Met Council staff lead

Background
On September 26, 2011, over 20 Metro area representatives from state agencies, regional organizations, county and city governments, and private companies met at the Metro Counties Government Center in St. Paul. The workshop attendees discussed the shared need for a **public domain**, authoritative street centerline spatial dataset representing the seven-county, Minneapolis/St. Paul metropolitan area, which at some point could expand to include the entire state of Minnesota and the border counties in neighboring states. The workshop was facilitated by Applied Geographics.

Current Status
Andy Buck (App.Geo) has completed a report summarizing the current centerline situation, issues and potential solutions discussed at the workshop and potential next steps needed to implement a shared public domain solution. Gelbmann and Hoekenga are currently assessing which future tasks listed in the report would make sense to move forward on during the staff transition period.

The report has been distributed to all workshop participants. To obtain a copy of the report, contact Jon Hoekenga jonathan.hoekenga@metc.state.mn.us .

MetroGIS Coordinating Committee

Meeting Summary
Thursday, March 22, 2012
Minnesota Counties Insurance Trust (MCIT) Building

1. Call to Order
Chairperson Bitner called the meeting to order at 1:07 p.m.

Members Present:
Academic: Francis Harvey*;*
Counties: Peter Henschel (Carver), Jim Bunning (Scott); David Brandt (Washington); Randy Knippel (Dakota); John Slusarczyk (Anoka)
Federal: Ron Wencl (USGS);
Metropolitan: David Bitner (Metropolitan Airports Commission), Nancy Read (Metropolitan Mosquito Control District), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council);
Non-Profits: Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits);
Special Expertise: Brad Henry (U of M);
State: David Arbeit (MnGeo);
Utilities: Allan Radke (Xcel Energy);
Watershed/Water Management Organizations: Melissa Baker, Capital Region Watershed District.

Members Absent:
Cities: Mark Maloney (Shoreview), Hal Busch (Bloomington);
Counties: Bill Brown (Hennepin), and Matt Koukol (Ramsey);
Metropolitan: Gordon Chinander (Metropolitan Emergency Services Board);
Non-Profits: Sally Wakefield (Envision Minnesota);
Schools: Dick Carlstrom;
Special Expertise: Ben Verbick (LOGIS);
State: Tim Loesch (DNR), Joella Givens (MnDOT)

Open Seats: Business Geographics and GIS Consultants

Support Staff: Mark Kotz, interim MetroGIS Coordinator

Visitors: Steve Swazee, (SharedGeo), Jeff Budish (CBRE)

2. Approve Agenda
Agenda was approved

3. Approve Meeting Summary
Meeting summaries for both the September 22 and December 15 meetings were approved.

4. Summary of January Policy Board Meeting

Chair Bitner reported on the major topics at the January 18 Policy Board meeting as follows:

Leadership Succession Strategy
The Board approved the desired roles and responsibilities of the Staff Coordinator position, as presented n the agenda report, and encouraged the Metropolitan Council to incorporate them in to the Staff Coordinator's position description.

Strategic Communication Objectives
The Board accepted the four strategic communication objectives, as recommended by the Coordinating Committee.

2012 Program Objectives and Budget
The Board endorsed the 2012 work plan and budget for MetroGIS's "Foster Collaboration" function, as recommended by the Coordinating Committee.

5. Lightning Round

Chair Bitner invited attendees to introduce themselves, and Committee members to optionally briefly share any ideas that they may have for potential regionally significant collaborative initiatives. .

Francis Harvey: Several issues came out of Policy Board discussion of the QPV project. In particular it would be helpful if MetroGIS and its members could work to promote the benefits and value of sharing geographic information to the larger Metro community.

Jeff Mattson: Thank you to whoever made historic parcel data freely available.

David Arbeit: Ditto. Also, MnGeo is sponsoring a parcel business plan workshop on April 5th. We want to encourage county officials and policy makers to attend the workshop to identify opportunities to free up the flow of parcel data. Annette Thoreau is running the workshop and inviting participants.

Randy Knippel: IT leaders from eight counties (metro plus Olmstead) are engaged in an initiative to look at ways that counties can collaborate. One outcome is that a high speed fiber network between all 8 counties is being developed. Now is a good time to look at how GIS technology might be able to leverage that.

Nancy Read: NWI revision is still working its way through being checked. Also GeoMoose (open source project) has made it through the "incubation" period within OSGO and is now an accepted OSGO project.

6. Action and Discussion Items

a. MetroGIS Staff Hiring Update

Rick Gelbmann reported that Met. Council received over 20 applicants for MetroGIS Coordinator position and is currently in the process of conducting interviews. Gelbmann was pleased with the high caliber of candidates.

The project manager position is posted and applications are being received.

b. Enhancements to Endorsed Regional Solutions

Kotz reported that the Met. Council has met with MnGeo to work toward a coordinated state-wide municipal boundaries dataset. Because of significant differences between the MnGeo data for metro boundaries and the MetroGIS data (provided by the counties), MnGeo is not yet ready to engage in a collaborative dataset. Further investigation is required to determine how the boundary changes would affect the clients of the MnGeo dataset. Both organizations remain interested in pursuing this goal.

For now, the Metropolitan Council plans to create a state wide dataset each quarter using the MetroGIS boundaries for the metro and the MnGeo boundaries for the rest of the state.

A few other action items were identified at the last December Coordinating Committee meeting for Committee leadership and staff. Both Chair Bitner and Kotz recommended that we hold off on further work on those items until the new MetroGIS Coordinator is in place and we can gain a better understanding of the perceptions of need behind the action items.

Committee members expressed agreement. No motion was made.

Prompted by member Read, further discussion followed related to the update frequency of the parcel data.

Knippel stated that the county data producers group can discuss the possibilities of counties providing a more frequent update cycle, looking at how that might impact counties.

Arbeit mentioned that the parcel data business plan would benefit from knowing any needs related to parcel data that are present in the Metro Area.

c. Private Sector Representatives on the Coordinating Committee

Chair Bitner introduced this topic saying that the Coordinating Committee has two vacant seats representing "Business Geographics" and "GIS Consultant" categories. A call for candidates was made and three people have submitted applications for these open seats. Bitner felt that all three best represented the Business Georaphics category.

One candidate, Jeff Budish, was present at the meeting and was invited to provide a summary of his interest and qualifications. He did so and then excused himself from the meeting for another commitment. Bitner then summarized the qualifications of the other two candidates using the information they had provided (which is in the agenda packet).

A discussion followed related to the candidates and the best fit for the open MetroGIS member seats.

By a show of hands, Adam Fisher was selected for the business geographics seat. The GIS Consultant member seat remains vacant.

d. Proposed Changes to MN Data Practices Act

David Arbeit provided a [handout](#) about proposed changes to the language of the MN Government Data Practices Act. He reported that the original proposed language (see agenda packet) did not get through legislative committee. A revised version of the language that is shown in the handout is expected to be introduced as part of another bill, so that it may move forward.

David outlined the changes in the language. Most significantly it now includes higher education institutions and Gopher One-Call. It also allows redistribution to other organizations specified in the language.

A discussion followed about liability for government giving data to any organization, not just other government. Arbeit said that to move in that direction would significantly change the scope of the language and is not viewed by the author of the language as being a successful strategy for passing the changes through the legislature. David said that this language is unlikely to pass this session, but it's possible.

Another discussion followed related to the observation that this newest language permits redistributing to organization types named in the language, but is silent on redistributing to other organizations (e.g. private sector). Some wondered if this language prevents the public from further sharing the data with the private sector or if license agreements like the MetroGIS parcel data agreement would still be needed to achieve that objective.

The Committee enthusiastically thanked Arbeit for helping to move this topic forward in the legislature.

Motion: The following motion was approved.
The Coordinating Committee supports the proposed language provided in the handout and recommends that the Policy Board formally take action in support of this language.

e. Gopher One Call and Address Point Data

Vice Chair Brandt reported that Gopher One-Call is looking for address point data from every county. He noted that counties may want to give the data to Gopher One-Call but may have data sharing policies that do not permit free data sharing with non-profit organizations. That may result in the question of how to make a determination about giving the data to one non-profit for free and not to another.

Brandt finished by saying that if the proposed changes to the MN Government Data Practices Act were passed, this problem would be resolved.

Knippel commented that he has noticed a significant improvement in the procedures and efficiency of Gopher One-Call in the last couple of years and the amount the county has had to pay the non-profit has also declined significantly. This is a welcomed improvement.

7. **Major Project Updates**

a. **GECCo – After Action Report/Improvement Plan**

Swazee gave a [presentation](#) and distributed a [handout](#) that together provided a first look at the After Action Report/Improvement Plan (AAR/IP) from the GECCo workshop, and potential implications for MetroGIS and the region. Some of the highlights of the presentation included the following:

After GECCo, instead of developing a report right away, the decision was made to follow a more strategic path to relate GECCo results using the Homeland Security Exercise and Evaluation Program (HSEEP) AAR/IP format, which is a standard protocol within the homeland security community. It is felt that this will more directly align event results with standard protocols at the federal level which will better position GECCo recommendations for further action and even funding at a higher level.

This was a significant and time consuming effort and resulted in an 88 page document that evaluates event findings based on objective requirements of the Department of Homeland Security Target Capabilities List. Three target core capabilities were considered. They were:

1. Planning
2. Communications
3. Intelligence and Information Sharing and Dissemination

Next Steps:
A workgroup has formed and is completing review of the draft AAR/IP that will include recommendations for MetroGIS. This has a lot to do with MetroGIS's track record of being the source of coordinated geospatial expertise. This GECCo was done for a region, and MetroGIS seems like the body to take on solving the geospatial issues within this region.

Swazee also noted that more work is needed to engage the emergency response community.

From July to October will be a time to review and discuss the recommendations in the action plan and try to move to resolution. The goal is to have a policy level decision workgroup also review the final document and move it forward.

In 2013 action can be taken. At that time, DHS and others can be approached for funding. This is possible because the needs and opportunities are identified within the constraints of a very specific national standard protocol. It will be well aligned with federal directives. This should also make it easier to engage the emergency response community.

b. <u>Communications Workgroup</u>

Read gave a summary of the information provided in the agenda packet. She also noted that the GIS/LIS LinkedIn site has been active and is a good example of the kind of online communication we want to foster. She said that further work on the communications plan is mostly on hold until the project manager position is filled.

c. <u>Parcel Data Sharing Agreement</u>

Kotz gave a summary of the information provided in the agenda packet.

d. <u>Address Points Dataset</u>

Kotz gave a summary of the information provided in the agenda packet.

e. <u>Minnesota Geospatial Commons</u>

Kotz gave a summary of the information provided in the agenda packet.

f. <u>Street Centerline Update Frequency</u>

Gelbmann reported that NCompass street centerlines are now being processed and posted for all licensed users on a monthly basis. This was facilitated in a large part by a technical change in the way the data are transferred to the Met Council, making the update process easier.

g. <u>Next Generation Street Centerline Maintenance Model</u>

Gelbmann summaries the information in the agenda packet and reported that he and Jon Hoekenga of the Met. Council are fine tuning the recommendations from the consultant to focus on a few key deliverables that can be completed with the resources and the time allotted, as opposed to the multi-year work plan that seemed to be beyond the kind of commitment that MetroGIS could make.

8. <u>Information Sharing Round Table</u>

No information sharing items were offered.

9. <u>Next Meeting</u>

The next meeting is June 21, 2012 in this same building (MCIT)

10. <u>Adjourn</u>
The meeting was adjourned at 3:29:40…. Whew!

MetroGIS Coordinating Committee Meeting Agenda Packet
June 21, 2012

Agenda Item 1:
Call to Order

Agenda Item 2:
Approve Meeting Agenda

Agenda Item 3:
Approve Meeting summary from March 22, 2012 Coordinating Committee Meeting
(Full March 22 Meeting Summary is found on ==pp. 5-10== of this document)

Agenda Item 4:
Synopsis of April 18, 2012 Policy Board Meeting

> *Policy Board April 18 Meeting Synopsis*
>
> *The following **major** topics were considered or acted on by the Policy Board on April 18.*
>
> *Election of Officers*
> *Chair Schneider and Vice-Chair Maluchnik were re-elected for another term as Board leadership.*
>
> *MN Government Data Practices Act Proposed Changes*
> *While this proposed legislation is dead for this session, the board did make a motion in support of the concept.*
>
> *Address Points Dataset Outreach*
> *The Board provided some feedback to the Address Workgroup related out outreach strategy.*
>
> *Next Meeting*
> *The Board moved its next meeting from July 18th to July 25th.*
>
> *(The full April 18 Meeting Summary (Draft) is found on the metrogis.org website)*

Agenda Item 5:
Introductions: New Private Sector Representative Adam Fisher and New MetroGIS Coordinator Maas

Agenda Item 6:
Lightning Round

Agenda Item 7:
Action and Discussion Items

Agenda Item 7a:
MetroGIS Workplan Format

Introduction/Background: Updating the MetroGIS Work Plan to reflect current and anticipated tasks and establish timelines and expectations for completion

Issue: Need for a concise, task-oriented workplan for MetroGIS activity that clearly indicates purposes, work to be completed, responsible parties and clear delineation of roles/responsibilities of boards, committees and workgroups

Staff recommendation: Comment on/approve new format approach and make recommend *(Sample page of which is found on p. 11 of this document)*

Agenda Item 7b:
MetroGIS Business and Strategic Plan

Introduction/Background: Updating the MetroGIS Business Plan which has effectively expired.

Issue: The present plan is expired (2008-2011) and a successor document is needed for the coming 4 year period of MetroGIS operation.

MetroGIS Coordinator Maas sees the following as desirable:
A blended 'Business Plan' and 'Strategic Plan' in one underline concise document that clearly and simply list out budget, goals, tasks and direction for the coming four year planning period (2013-2017)

Staff recommendation: Approve extension and minor updates (if needed, none are proposed at present time) of existing plan language to cover remainder of calendar 2012.

Direct MetroGIS Coordinator to seine out key pieces of the existing Business Plan and advance a draft outline for the new plan.

Note: Development of a MetroGIS 'Foundational Document' (*discussed below in Agenda item 8d*) would be helpful in reducing narrative heft of the existing Business and Strategic Plans.

Agenda Item 8:
Administrative Updates

Agenda Item 8a:
Update on MetroGIS Project Manager Position (R. Gelbmann)

Agenda Item 8b:
Acceptance of Change to Parcel Data Regional Policy Statement

Introduction/Background: Minor changes to language of Parcel Data Regional Policy Statement is needed based upon the new availability to the public of parcel data that is three years and older.

Issue: As the decision for making the parcel data available to the public is made by the county governments, no formal approval action is required by MetroGIS.

Staff recommendation: Review, comment and approval of proposed language modification by Coordinating Committee
Recommendation of approval to Policy Board
(Recommended new language is found on ==p. 14-15== of this document ==highlighted in yellow==)

Agenda Item 8c:
Minor Updates and Corrections to MetroGIS Operating Guidelines

Introduction/Background: In an effort to become familiar with MetroGIS's operational procedures and documentation, new Coordinator Maas fully reviewed all existing documents in his first weeks of taking on the position. In doing so found a few very minor corrections that are needed in order to keep them current.

Issue: Minor corrections and changes to the text of MetroGIS's Operating Guidelines

Staff recommendation: Review and approval of proposed changes
Recommendation of approval of these changes to Policy Board
(Recommended changes are found on ==p. 16== of this document)

Agenda Item 8d:
Communications Workgroup Progress Update

Introduction/Background: Update on recent work of the MetroGIS Communications Workgroup including discussion of:
- Communication Plan
- MetCouncil's role/presence in new website
- Website re-design issues, direction forward
- Foundational document development
- Collaborative tool development
- New MetroGIS logo development

Issue: Apprise the Coordinating Committee of the Communication Group's discussion and progress

Staff recommendation:	Additional comment and ideas from the Coordinating Committee on the findings, suggestions and direction given by the Communications Workgroup
	Discuss the position of the Metropolitan Council and its presence on the forthcoming MetroGIS re-designed website (R. Gelbmann to lead)
	Approval to proceed on the creation of an outline for a MetroGIS foundational reference document
	Suggestions for and approval of MetroGIS new logo development criteria
	(Communication Workgroup Summary information is found on ==*pp. 17-20*== *of this document, specific language from the Communications Workgroup to the Coordinating Committee is found on* ==*page 18, highlighted in yellow*==*)*

Agenda Item 9:
Project Updates

Agenda Item 9a:
Address Points Editing Tool Development & Address Point Dataset Implementation (update from Kotz)

Agenda Item 9b:
Emergency Services Workgroup Update – GECCo (update from Knippel)
GECCo Packet Materials Available on metrogis.org website:

Agenda Item 9c:
Address Points Editing Tool Development & Address Point Dataset Implementation (updated from Gelbmann and Maas)

Agenda Item 10:
Information Sharing Roundtable

Agenda Item 11:
Next Meeting scheduled for Thursday, September 20, 2012

Agenda Item 12:
Adjourn

MetroGIS Coordinating Committee

1. Call to Order
Chairperson Bitner called the meeting to order at 1:07 p.m.

Members Present:
Academic: Francis Harvey*;*
Counties: Peter Henschel (Carver), Jim Bunning (Scott); David Brandt (Washington); Randy Knippel (Dakota); John Slusarczyk (Anoka)
Federal: Ron Wencl (USGS);
Metropolitan: David Bitner (Metropolitan Airports Commission), Nancy Read (Metropolitan Mosquito Control District), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council);
Non-Profits: Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits);
Special Expertise: Brad Henry (U of M);
State: David Arbeit (MnGeo);
Utilities: Allan Radke (Xcel Energy);
Watershed/Water Management Organizations: Melissa Baker, Capital Region Watershed District.

Members Absent:
Cities: Mark Maloney (Shoreview), Hal Busch (Bloomington);
Counties: Bill Brown (Hennepin), and Matt Koukol (Ramsey);
Metropolitan: Gordon Chinander (Metropolitan Emergency Services Board);
Non-Profits: Sally Wakefield (Envision Minnesota);
Schools: Dick Carlstrom;
Special Expertise: Ben Verbick (LOGIS);
State: Tim Loesch (DNR), Joella Givens (MnDOT)

Open Seats: Business Geographics and GIS Consultants

Support Staff: Mark Kotz, interim MetroGIS Coordinator

Visitors: Steve Swazee, (SharedGeo), Jeff Budish (CBRE)

2. Approve Agenda
Agenda was approved

3. Approve Meeting Summary
Meeting summaries for both the September 22 and December 15 meetings were approved.

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

Chair Bitner reported on the major topics at the January 18 Policy Board meeting as follows:

Leadership Succession Strategy
The Board approved the desired roles and responsibilities of the Staff Coordinator position, as presented n the agenda report, and encouraged the Metropolitan Council to incorporate them in to the Staff Coordinator's position description.

Strategic Communication Objectives
The Board accepted the four strategic communication objectives, as recommended by the Coordinating Committee.

2012 Program Objectives and Budget
The Board endorsed the 2012 work plan and budget for MetroGIS's "Foster Collaboration" function, as recommended by the Coordinating Committee.

5. **Lightning Round**

Chair Bitner invited attendees to introduce themselves, and Committee members to optionally briefly share any ideas that they may have for potential regionally significant collaborative initiatives.

Francis Harvey: Several issues came out of Policy Board discussion of the QPV project. In particular it would be helpful if MetroGIS and its members could work to promote the benefits and value of sharing geographic information to the larger Metro community.

Jeff Mattson: Thank you to whoever made historic parcel data freely available.

David Arbeit: Ditto. Also, MnGeo is sponsoring a parcel business plan workshop on April 5th. We want to encourage county officials and policy makers to attend the workshop to identify opportunities to free up the flow of parcel data. Annette Thoreau is running the workshop and inviting participants.

Randy Knippel: IT leaders from eight counties (metro plus Olmstead) are engaged in an initiative to look at ways that counties can collaborate. One outcome is that a high speed fiber network between all 8 counties is being developed. Now is a good time to look at how GIS technology might be able to leverage that.

Nancy Read: NWI revision is still working its way through being checked. Also GeoMoose (open source project) has made it through the "incubation" period within OSGO and is now an accepted OSGO project.

6. **Action and Discussion Items**

   a. **MetroGIS Staff Hiring Update**
   Rick Gelbmann reported that Met. Council received over 20 applicants for MetroGIS Coordinator position and is currently in the process of conducting interviews. Gelbmann was pleased with the high caliber of candidates.

   The project manager position is posted and applications are being received.

   b. **Enhancements to Endorsed Regional Solutions**

   Kotz reported that the Met. Council has met with MnGeo to work toward a coordinated state-wide municipal boundaries dataset. Because of significant differences between the MnGeo data for metro boundaries and the MetroGIS data (provided by the counties), MnGeo is not yet ready to engage in a collaborative dataset. Further investigation is required to determine how the boundary changes would affect the clients of the MnGeo dataset. Both organizations remain interested in pursuing this goal.

   For now, the Metropolitan Council plans to create a state wide dataset each quarter using the MetroGIS boundaries for the metro and the MnGeo boundaries for the rest of the state.

   A few other action items were identified at the last December Coordinating Committee meeting for Committee leadership and staff. Both Chair Bitner and Kotz recommended that we hold off on further work on those items until the new MetroGIS Coordinator is in place and we can gain a better understanding of the perceptions of need behind the action items.

   Committee members expressed agreement. No motion was made.

   Prompted by member Read, further discussion followed related to the update frequency of the parcel data.

   Knippel stated that the county data producers group can discuss the possibilities of counties providing a more frequent update cycle, looking at how that might impact counties.

   Arbeit mentioned that the parcel data business plan would benefit from knowing any needs related to parcel data that are present in the Metro Area.

   c. **Private Sector Representatives on the Coordinating Committee**

   Chair Bitner introduced this topic saying that the Coordinating Committee has two vacant seats representing "Business Geographics" and "GIS Consultant" categories. A call for candidates was made and three people have submitted applications for these open seats. Bitner felt that all three best represented the Business Georaphics category.

   One candidate, Jeff Budish, was present at the meeting and was invited to provide a summary of his interest and qualifications. He did so and then excused himself from the meeting for another commitment. Bitner then summarized the qualifications of the other two candidates using the information they had provided (which is in the agenda packet).

A discussion followed related to the candidates and the best fit for the open MetroGIS member seats.

By a show of hands, Adam Fisher was selected for the business geographics seat. The GIS Consultant member seat remains vacant.

d. Proposed Changes to MN Data Practices Act

David Arbeit provided a handout about proposed changes to the language of the MN Government Data Practices Act. He reported that the original proposed language (see agenda packet) did not get through legislative committee. A revised version of the language that is shown in the handout is expected to be introduced as part of another bill, so that it may move forward.

David outlined the changes in the language. Most significantly it now includes higher education institutions and Gopher One-Call. It also allows redistribution to other organizations specified in the language.

A discussion followed about liability for government giving data to any organization, not just other government. Arbeit said that to move in that direction would significantly change the scope of the language and is not viewed by the author of the language as being a successful strategy for passing the changes through the legislature. David said that this language is unlikely to pass this session, but it's possible.

Another discussion followed related to the observation that this newest language permits redistributing to organization types named in the language, but is silent on redistributing to other organizations (e.g. private sector). Some wondered if this language prevents the public from further sharing the data with the private sector or if license agreements like the MetroGIS parcel data agreement would still be needed to achieve that objective.

The Committee enthusiastically thanked Arbeit for helping to move this topic forward in the legislature.

Motion: The following motion was approved.
The Coordinating Committee supports the proposed language provided in the handout and recommends that the Policy Board formally take action in support of this language.

e. Gopher One Call and Address Point Data

Vice Chair Brandt reported that Gopher One-Call is looking for address point data from every county. He noted that counties may want to give the data to Gopher One-Call but may have data sharing policies that do not permit free data sharing with non-profit organizations. That may result in the question of how to make a determination about giving the data to one non-profit for free and not to another.

Brandt finished by saying that if the proposed changes to the MN Government Data Practices Act were passed, this problem would be resolved.

Knippel commented that he has noticed a significant improvement in the procedures and efficiency of Gopher One-Call in the last couple of years and the amount the county has had to pay the non-profit has also declined significantly. This is a welcomed improvement.

7. **Major Project Updates**

   a. **GECCo – After Action Report/Improvement Plan**

   Swazee gave a presentation and distributed a handout that together provided a first look at the After Action Report/Improvement Plan (AAR/IP) from the GECCo workshop, and potential implications for MetroGIS and the region. Some of the highlights of the presentation included the following:

   After GECCo, instead of developing a report right away, the decision was made to follow a more strategic path to relate GECCo results using the Homeland Security Exercise and Evaluation Program (HSEEP) AAR/IP format, which is a standard protocol within the homeland security community. It is felt that this will more directly align event results with standard protocols at the federal level which will better position GECCo recommendations for further action and even funding at a higher level.

   This was a significant and time consuming effort and resulted in an 88 page document that evaluates event findings based on objective requirements of the Department of Homeland Security Target Capabilities List. Three target core capabilities were considered. They were:

   1. Planning
   2. Communications
   3. Intelligence and Information Sharing and Dissemination

   Next Steps:
   A workgroup has formed and is completing review of the draft AAR/IP that will include recommendations for MetroGIS. This has a lot to do with MetroGIS's track record of being the source of coordinated geospatial expertise. This GECCo was done for a region, and MetroGIS seems like the body to take on solving the geospatial issues within this region.

   Swazee also noted that more work is needed to engage the emergency response community.

   From July to October will be a time to review and discuss the recommendations in the action plan and try to move to resolution. The goal is to have a policy level decision workgroup also review the final document and move it forward.

   In 2013 action can be taken. At that time, DHS and others can be approached for funding. This is possible because the needs and opportunities are identified within the constraints of a very specific national standard protocol. It will be well aligned with federal directives. This should also make it easier to engage the emergency response community.

b. Communications Workgroup

Read gave a summary of the information provided in the agenda packet. She also noted that the GIS/LIS LinkedIn site has been active and is a good example of the kind of online communication we want to foster. She said that further work on the communications plan is mostly on hold until the project manager position is filled.

c. Parcel Data Sharing Agreement

Kotz gave a summary of the information provided in the agenda packet.

d. Address Points Dataset

Kotz gave a summary of the information provided in the agenda packet.

e. Minnesota Geospatial Commons

Kotz gave a summary of the information provided in the agenda packet.

f. Street Centerline Update Frequency

Gelbmann reported that NCompass street centerlines are now being processed and posted for all licensed users on a monthly basis. This was facilitated in a large part by a technical change in the way the data are transferred to the Met Council, making the update process easier.

g. Next Generation Street Centerline Maintenance Model

Gelbmann summarized the information in the agenda packet and reported that he and Jon Hoekenga of the Met. Council are fine tuning the recommendations from the consultant to focus on a few key deliverables that can be completed with the resources and the time allotted, as opposed to the multi-year work plan that seemed to be beyond the kind of commitment that MetroGIS could make.

8. Information Sharing Round Table

No information sharing items were offered.

9. Next Meeting

The next meeting is June 21, 2012 in this same building (MCIT)

10. Adjourn
The meeting was adjourned at 3:29 PM

<< Agenda Item 7a: SAMPLE PAGE DESIGN IDEA FOR WORK PLAN >>

Project/Action Item Name: <<action name>>
Priority Level: <<High, Medium, Low, On-Going>>

Goal/Purpose of Project	<>
Objective(s)	<>
Specific Tasks	<>
Role of MetroGIS Coordinator	<>
Role of MetroGIS Policy Board	<>
Role of MetroGIS Coordinating Committee	<>
Role of Technical Advisory Team	<>
Role of (X) Work Group	<>
Other	<>
Costs	<>
Notes/Caveats/Etc	<>

Agenda Item 8b: Revision to Regional Parcel Data Language (see pages 14-15)

REGIONAL PARCEL DATA BUSINESS INFORMATION NEED POLICY SUMMARY
(Effective with the January 2005 Dataset release)

Preamble: A guiding principle of MetroGIS is that no organization will be asked to perform a task for MetroGIS for which they do not have an internal business need. Primary custodians are responsible for providing only that parcel attribution data 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. Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Regional custodians are not obligated to manipulate data received from the primary custodians when doing so would exceed their business needs. 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.

I) Parcels: Regional Data Specifications

DESIRED REGIONAL PARCEL DATASET (GOVERNMENT UNITS AND ACADEMIC INTERESTS VERSION)

The regional parcel dataset should be a metro-wide (7-county) dataset with a high horizontal positional accuracy. Each primary custodian (each of the seven counties) should provide their parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis to the regional custodian, with complete metadata. The regional dataset custodian will provide the parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis, with metadata, entity and attribute information, and contact information.

Attribute fields attached to each parcel shall be as presented in Appendix A.

II) Parcels: Roles and Responsibilities

A. **Primary Custodian**
    Responsibility for the primary (source) data and its maintenance shall remain with each individual county.

B. **Primary Custodian Responsibilities**
    1. Update the primary parcel datasets on a continuous basis.
    2. Submit a copy of their primary parcel polygon and points datasets to the regional custodian on a quarterly schedule established by MetroGIS and the regional custodian in shape file format and in UTM, NAD83, meters. The shape files are expected to include all attribute fields endorsed by MetroGIS with the exact field name, field length, and field type specified. *It is understood that the attribute fields will be populated at each county's discretion based upon data availability in each county*.
    3. Create, maintain, and provide metadata for the datasets. *If a county elects not to submit metadata, contact information for a person with appropriate expertise will be included in the regional metadata.*
    4. Primary producers are encouraged to periodically test and report the spatial accuracy of the parcel boundary data they submit to the regional custodian. If testing is undertaken, primary producers are also encouraged to use of the NSSDA testing and reporting procedures.

C. Regional Custodian

The Metropolitan Council (Council) has been identified and has accepted, on behalf of the MetroGIS community, designation by MetroGIS on July 11, 2001 as the best candidate to carry out the roles and responsibilities associated with assembly and maintenance of the regional parcel dataset.

D. Regional Custodian Responsibilities

1. Compile the regional dataset of parcel boundaries, parcel points and attributes, as agreed upon by MetroGIS, from the primary sources. The data specification standards endorsed by MetroGIS should incorporate use of FGDC cadastral standards to the extent practical.
   Note*: As a matter of MetroGIS policy, the regional custodian shall **not** change the parcel boundary data received from the counties. The counties, as primary custodians, shall be the only entities authorized to modify parcel boundary data as it pertains to the regional dataset.*
2. Establish and maintain a process to automate, to the extent practical, the compilation of a regional dataset from the primary sources, including, but not limited to, the following procedures:
   a) The regional custodian shall compare each dataset submitted by the primary custodians with the desired standard specifications (UTM, NAD83 coordinates and the attributes in Exhibit A). Specifically the regional custodian will check:
   - field name
   - field width
   - field type
   - field order
   - county code and dash appended to PIN
   - visual check of projection against orthophotos to see if parcels appear to be in the correct location
   - existence and format of metadata

   b) Inform the primary custodian where a primary dataset differs from a MetroGIS-endorsed standard. If differences are minimal and only involve attributes, the regional custodian will modify the primary dataset to match the desired standard specifications. If the regional custodian perceives the differences to be significant, it will distribute the primary dataset as provided by the primary custodian with a note to users indicating the differences from the desired specifications.

   c) Compile metadata from all sources into one set of regional metadata for the dataset and distribute it in the format provided by the primary custodians. However, the regional custodian will, at the request of a primary custodian, convert metadata in DataLogr, SGML or ESRI's XML formats to a standard HTML format. The regional custodian will also help any primary custodian to develop Minnesota Geographic Metadata Guidelines format metadata. The regional custodian will maintain complete regional metadata and make the supplied county parcel data and metadata available to approved users.

   d) Include a contact person for the primary custodian with the distribution of the regional dataset if metadata is not available from a primary custodian.
3. Re-compile, from the primary sources, the regional dataset on a quarterly basis according to a schedule established by MetroGIS.
4. Each parcel shall have a unique parcel identification number consistent with the standard adopted by the Policy Board on January 27, 1999, or as subsequently modified by the Board.
5. Further use of cadastral standards for the regional parcel boundary dataset, where applicable.
6. In conjunction with the MetroGIS user community, provide a means to notify the counties of gaps/overlaps in primary datasets along county boundaries (interior boundary gaps/overlaps are the responsibility of the primary custodian). The decision as to whether or not to modify any identified boundary anomalies is solely the discretion of the county(ies) involved.

7. Provide for data archive, backup, retrieval, and disaster recovery.
8. Provide for distribution of the dataset via MetroGIS DataFinder and such other media as permitted by the Counties.
9. Execute a quality control/quality assurance procedure that assures the regional dataset user that the data they receive is the same is as provided to the regional custodian from the primary producers for assembly into a regional dataset.
10. Support distribution of one quarterly version of the Regional Parcel Dataset for each year, as determined by MetroGIS, as an annual archive along with appropriate metadata.
11. Co-host, with 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).

III) Parcels: Access Policies

Rules associated with access to the Regional Parcel Dataset, or any portion thereof, shall be decided by the counties, the primary producers of the data. MetroGIS's role is to foster coordination among counties concerning access to parcel data. Such rules may be part of a formal agreement or enacted by letter of intent/resolution from the counties, as determined at the counties' discretion. Each such MetroGIS facilitated policy follows:

1. Data Sharing Agreement – Seven Counties and Metropolitan Council. Through this agreement, which has been a principal focus of MetroGIS's efforts since its inception, the seven Minneapolis – St. Paul Metropolitan Area counties establish access policy regarding the Regional Parcel Dataset (e.g., without fee, to government and academic interests subject to obtaining and abiding by the provisions set forth in a License).

(To be deleted)
2. Waiver of License Requirement for Access to Historical Data Version of the Regional Parcels. A proposal was received Spring 2004 from the neighborhood group community, consideration of which was indefinitely postponed by County Data Producer Workgroup on July 22, 2004 until the broad topic of non-profit access to parcel data has been resolved.

(New text to be added)
2. Waiver of license requirement for view-only access.
On January 21, 2009, the effective date of the fourth-generation Regional Parcel Data Sharing Agreement, a formal "View-Only" access policy began effective. This policy mirrors the view-only access policy that was enacted in 2007 for the Regional Street Centerline Dataset.

"View-Only" means a mechanism making geospatial (in this case, the Regional Parcel Dataset) data accessible by non licensees via an Internet Mapping Application where such access does not permit the source data to be downloaded in its native format (e.g. shapefile) but rather viewed online or downloaded only as an image for which there are no restrictions on its use.

(New text to be added)
3. Waiver of License Requirement for Data More than Three Years Old ("Historical" Data). The Primary Custodian is authorized by each of the Counties to distribute Historical Parcel Data to Public and Non-Public Parties, subject only to accepting the terms of a liability disclaimer. Access to Historical Parcel Data is not subject to execution of a Public Party License. The language of the liability disclaimer shall be mutually agreed upon by the parties. The disclaimer must be accepted by the user, prior to providing the user with access to the Historical Parcel Data, in the same manner as for other unlicensed data.

"***Historical Parcel Data***" means versions of the Regional Parcel Dataset archived by the custodian of DataFinder that are three or more years old.

Agenda Item 8c: Proposed Modifications to MetroGIS Operating Guidelines

In accordance with **Article V (Amendments), Section 1** of the MetroGIS Operating Guidelines, the following statement is advanced to make minor amendments to the MetroGIS Operating Guidelines document: *"The purpose of these proposed amendments is to correct minor grammatical errors and to update outdated agency names presently found in the Operating Guidelines document."*

Recommended changes:

Article II (Policy Board) Section 6, Subsection f, correct grammatical error.
"Decisions of the Executive Committee may go into effective immediately"
Change the word 'effective' to **'effect'** (grammatical change)

Article III (Coordinating Committee) Section 3, modification of agency titles.
"Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc."

Change *Governor's Council on Geographic Information* to **Minnesota Statewide Geospatial Advisory Council [formerly Governor's Council on Geographic Information]**

Change **LMIC** to **Minnesota Geospatial Information Office (MnGeo) [formerly LMIC]**

Article III (Coordinating Committee): No Section 5 is found between Section 4 and Section 6.
Add the following: **"Section 5. Reserved for future use."**
(This removes the necessity of having to re-number subsequent sections.)

Article VI (Procedure): No Section 2 is found between Section 1 and Section 3.
The following is suggested: Convert the existing **'Section 3. Notice of Public Meetings'** to **Section 2. Notice of Public Meetings'**

Upon review and approval, these revisions will be recommended by the Coordinating Committee to the Policy Board for adoption into the MetroGIS Operational Guidelines.
The Policy Board will also receive this language for its review fifteen days prior to their July 25, 2012 meeting.

Agenda Item 8d: MetroGIS Communications Workgroup Meeting Notes

MetroGIS Communications Workgroup Meeting: Wednesday, May 30, 2012
In attendance: Gelbmann, Read, Bitner, Brandt, Maas; *Unable to participate:* Knippel

1) MetroGIS Website discussion

1a) Site content:
- Paring down existing content into more manageable pieces and developing a 'foundational document' are seen as good steps forward for the new design and streamlining content

Solutions discussed:
MetroGIS Coordinator Maas will begin work on an outline for the 'foundational document' narrative, as well as layout graphic wireframes of new site ideas and some ideas for condensing existing content into more manageable categories, drafts of which will be shown at the June 21 Coordinating Committee Meeting

1b) New site use and maintenance:
- A more active role by MetroGIS participants in content development and publishing
- Ease of maintenance; distributive maintenance model is seen as desirable
- Security issues to be addressed managed with multiple user access

Solutions discussed:
Maas and Gelbmann to continue dialogue with MetCouncil communications staff on negotiating security vs. access issues for the new version of the website
Hosting of site may change with MetCouncil's re-launch

1c) datafinder.org
- Needs some intensive 'back-end' maintenance of data; clean up and updating are in order
- Work toward a more 'federated' data system with MnGeo, DNR Data Deli, etc.
- Datafinder.org user traffic intelligence and needs capture: *we need to engage users to provide feedback about data needs (what they would like to see added, available, updated, etc) and encourage participation and commentary from data users*
- Potential to explore the need for having a wiki for metadata

Solutions discussed:
Development of a user survey on the datafinder.org site
More meaningful linkages to other data/service providers in the metro and state
Work toward a 'no wrong door' approach so that all providers in Minnesota meaningfully link to one another for access to data, services and applications
Maas to meet with MnGeo and Data Deli representatives to discuss a future 'no wrong door' approach, clean efficient linkage to one another

1d) Balance of MetroGIS and Metropolitan Council roles
- Recognition of MetCouncil's administrative and fiduciary support of MetroGIS to be reflected in the new website design (inclusion of MetCouncil logo/statement at the bottom of relevant pages)
- Desirable to have clarity of MetCouncil's role in MetroGIS well documented in shaping the discussion of MetroGIS as an independent entity
- MetroGIS to leverage MetCouncil's communication staff resources for upgrades to MetroGIS website verbal (and potentially visual) content

Solutions discussed:

Preparation of a 'foundational document' with an clear discussion of how the MetCounci's role in MetroGIS and a discussion of the benefits of MetroGIS to the Council is seen as <u>highly desirable</u>

MetroGIS can be cast in terms of an 'enabled collaboration'; where MetCouncil was crucial for enabling it to take shape and grow

Credibility of MetroGIS as an independent collaborative is diminished if other partners are overshadowed by the MetCouncil's influence in the content and design of website

<u>Recommendations of the Communications Workgroup to the Coordinating Committee regarding the re-design and re-launch of metrogis.org:</u>

New site will contain a clear message as to what the MetCouncil provides possible (administrative and fiduciary oversight) and a clear delineation of what the stakeholders and participants provide to make MetroGIS function and flourish

MetCouncil logo + tag line at the bottom of pages where relevant and appropriate, with link to MetCouncil website.

Visual cues/look and feel of the design that indicate MetroGIS operates as an entity separate of the Council, while still providing a clear indication of the importance of the Council's sponsorship.

Adherence to MetCouncil communication staff standards for official notices

A subpage of key MetroGIS personnel/staff (Policy Board Chair and Vice Chair, Coordinating Committee Chair and Vice Chair, MetroGIS Coordinator) with mini bio available to make clear the who is the 'who' of MetroGIS's on-going operation.

Metrogis.org to serve as the 'official' repository of materials, with the forth-coming on-line collaboration tool and social media as the work arenas for drafts, commentary and discussion.

Space for a MetroGIS blog from the official site (may be a part of the collaborative tool to be developed)

Sensitivity to the concerns and input of counties and stakeholders for the potential domination of MetCouncil's design on the MetroGIS site.

2) Collaborative Tool Discussion
- Balancing access and controls to the documents
- Membership in boards, committees and workgroups determines level of access
- Need to find a more immediate usable platform and then have freedom to assess other platforms for collaboration as needs arise
- Security concerns, since we will have our data and documents 'out there' they need to be secure
- Budget for a secure site (*<u>modest sites with encryption begin around $49 a month</u>*)
- Examine free/no-cost sites for security and usability

Collaborative tool can be the place where the informal, on-going work is conducted; drafts are kept and edited and worked into shape in the collaborative tool environment, etc.

When documents are approved and finalized by the group, they can then be officially moved to the metrogis.org website for public consumption and review.

Collaborative environment to be an area where participants can act as individuals.

Collaborative environment will have permissions granted for access editing based on membership on the Policy Board, Coordinating Committee, Technical Advisory Team and MetroGIS workgroups.

3) Social Media Discussion

MetroGIS's social media solution should have two approaches:

1) *Announcement piece*: notices or tweets about new data available and for events taking place relevant to the MetroGIS Community; meaningful linkage to the work done by MnGeo and MN GIS/LIS in the same area

2) *Interaction piece* where members of the MetroGIS community to interact, LinkedIn serving this now in a limited way; MetroGIS should endeavor to use social media to prompt the community into describing its needs (for data, services, applications, etc)

3a) Social media observations:
- MN GIS/LIS gets more activity than MetroGIS on LinkedIn
- We need to leverage (not compete with) the strengths of the MN GIS/LIS social media
- Need to link our conversations to the larger on-going issues faced by the MetroGIS stakeholder groups

Twitter usage by MetroGIS:
- Tone of messages should be more of an 'invitation' than a 'prompt/demand' scenario
- Use the 're-tweet' function so information passed on maintains links to its original author
- Access to MetroGIS Twitter Account: permission to workgroups and Coordinating Committee
- MetroGIS 'official' notices need to be sensitive to overall MetCouncil messaging and communications

Solutions discussed:
The Communications Workgroup (potentially others, to be decided by Communications Workgroup) should have access to the MetroGIS twitter account to 'democratize' the flow of information with the larger group

Need to develop a clearer list of exactly what types of information are to be disbursed and with what frequency.
- *New data*
- *Events, workshops, meetings of interest to the MetroGIS community*
- *Etc.*

4) New MetroGIS Logo Criteria

With the new website and new branding of the MetCouncil, there is an opportunity to capitalize on the new momentum for a new logo/brand for MetroGIS. A new logo with consistent graphic application to the website, hard copy materials and publications gives MetroGIS a higher level of visual quality and provides authority to its materials.

Maas produced a list of new logo/brand criteria for the group's comment and review:
- Retain circle shape (symbol of consensus)
- Symbolize GIS/Geospatial aspect in some elegant and simple way
- New MetroGIS logo should clearly be different than new MetCouncil logo
- Logo to include some indication of the 7 counties/participant area
- Develop a wordmark of 'MetroGIS' and 'tagline' to be used consistently
- Retention of blue as main color for the logo
- Logo to function and be clear as to what it represents without having words embedded it in it; logo should be able to function without text

Workgroup recommendations:
Remove the 7 county 'map' reference from the new logo
Retain circle shape of logo

Other solutions:
Maas to gather examples of other geospatial entity logos for reference and guidance
MetroGIS to leverage existing in-house talent and expertise to develop draft logo ideas

5) MetroGIS Draft Communications Plan

Plan goals, objectives and task list advanced by MetroGIS Coordinator Maas, revisions and edits suggested by members were noted and performed. Version 2 of the plan will be sent to Communication Committee members when updated.

The MetroGIS Communications Plan is intended to be a living document, subject to revision and update as tasks and initiatives are completed.

Solutions discussed:
MetroGIS Coordinator will be responsible for updating the plan as existing tasks are finished and new ones are assigned and advanced; plan will be revisited at Communications Workgroup meetings to ensure tasks are being completed in a timely manner. Communications plan should be reviewed and updated annually at a minimum; quarterly would be better.

Agenda Item 9a: Address Points Dataset Implementation

Mark Kotz, Chair of Address Workgroup

Background:
Back in 2004 MetroGIS formed an Address Workgroup to develop a vision for a MetroGIS Address Points Dataset and then to work toward realizing that vision. That dataset does exist and currently has data for only one city in the metro area.

How to Realize the Vision?
A number of efforts are needed in order for MetroGIS to realize the vision of a regional address points dataset. The most important missing elements are listed below.

Web Editing Tool
While many address authorities have the ability to create an address points dataset in-house, many small cities do not have the software or staff resources to do this. For this reason, MetroGIS is pursuing the development of an online editing tool. A prototype Address Points Editing Tool was developed in 2010 via a MetroGIS-funded project. **MetroGIS is in the final steps of completing a contract to have a production version of the application built. Once the contract is signed, it is expected that the application can be completed within 3 months. Dakota County has already expressed interest in installing and testing the application for production use. It is hoped that other counties will host the application for use by address authorities within their county. Additionally, the contract allows any government entity within Minnesota to host the application under a license agreement.**

Active Champions
The Address Points Dataset requires active champions, particularly at the managerial and policy maker levels. Such champions would ideally engage additional stakeholders at the county and city level to promote the value of this dataset and help to implement it at the local level. **Champions are emerging within Dakota and Washington Counties to make connections with policy makers and the emergency response community.**

Partnership with E9-1-1 Community
It is believed that the emergency response community would be the highest profile user of this dataset, with a critical need for such accurate and current address point data. MetroGIS would benefit greatly from a stronger partnership with this community. This engagement would be initiated by the champions described above.

Outreach Strategy
The Address Workgroup is developing an outreach strategy including online information resources and possible forums and/or workshops. The plan is to begin focusing on outreach after the web editing tool is available and can be demonstrated as one approach to maintaining the data. The champions described above will be asked to help with the outreach effort.

Resolving Redistribution Constraints from Parcel Data
Some cities with address points data have been unable to redistribute those data because they were derived from county parcel data under a license agreement. Others are planning to create address points from parcel data and would face the same types of restrictions. A number of different strategies have been mentioned as possible ways to resolve these issues.

MetroGIS Coordinating Committee Meeting Minutes
Thursday, June 21, 2012
Metro Counties Government Center, 2099 University Avenue, St Paul

Meeting Summary
(Approved by Coordinating Committee, September 20, 2012)

1) Call to Order   Chairman Bitner called the meeting to order at 1:12 PM

Members Present:

Counties	Peter Henschel (Carver Co.); Jim Bunning (Scott Co.); David Brandt (Washington Co.); Randy Knippel (Dakota Co.); Charlie Teff (alt for John Slusarczyk, Anoka Co.); Gary Swenson (Hennepin Co.)
Regional Government	David Bitner (Metropolitan Airports Commission); Nancy Read (Metropolitan Mosquito Control District); Rick Gelbmann (Metropolitan Council)
State Government	Joella Givens (MnDOT); Chris Cialek (alt for D. Ross, MnGeo)
Cities	Ben Verbick (LOGIS); Mark Maloney (City of Shoreview/Metro Cities)
Non-Profit	Sally Wakefield (Envision Minnesota)
School Districts	Dick Carlstrom (TIES)
Special Expertise	Brad Henry (University of Minnesota)
Utilities	Allan Radke (Xcel Energy)
Private Sector	Adam Fisher (MNCAR)
Workgroup Members	Mark Kotz (Metropolitan Council)
Support Staff	Geoff Maas (MetroGIS)
Visitors	(none)

Academia	Francis Harvey (University of Minnesota)
Counties	Matt Koukol (Ramsey Co.), Bill Brown (Hennepin Co.)
Federal	Ron Wencl (USGS)
Regional Government	Gordon Chinander (Metropolitan Emergency Service Board)
	Melissa Baker (Capitol Region Watershed District)
State Government	Tim Loesch (MnDNR)
Cities	Hal Busch (City of Bloomington)
Non-Profit	Jeff Matson (CURA/U of M/MN Council of Non-Profits)

2) Approve Agenda
Agenda was approved

3) Approve Meeting Summary
Meeting summary from March 22 was approved

4) Summary of April 18, 2012 Policy Board Meeting
Chair Bitner reported on the major topics of the April 18 Policy Board Meeting as described in the agenda packet

5) Introductions
Chariman Bitner introduced new Committee Member Adam Fisher (MNCAR) and new MetroGIS Staff Coordinator Geoff Maas, both were welcomed by the group.

6) Lightning Round
Chair Bitner invited attendees to introduce themselves and to share any ideas or updates of regionally significant collaborative initiatives.

David Bitner (MAC): Twin Cities will host the Free and Open Source Software for Geospatial (FOSS4GEO) Conference in May 2013, Attendance is projected to between 500-700; will be looking for volunteers from the local GIS community once more firm dates are established

Chris Cialek (MnGeo): MnGeo continues to work toward a statewide sustainable solution for coordination of ortho-photography; MnGeo will be engaged in grant writing to develop a business plan

Randy Knippel (Dakota Co.): Asked Chris Cialek if counties can 'piggy back' on the state effort to reduce administrative overhead costs

Nancy Read (Mosquito Control): Option to purchase and use Google's data (in regard to ortho-photography discussion); National Wetland Inventory data for the Metro area is in review, soliciting participants to review it

Mark Kotz (MetCouncil): Update on merging the statewide and metro municipal boundaries layers; to be made available quarterly;

Adam Fisher (MNCAR): Introduced himself as new member to the Coordinating Committee, provided an overview of his organization and what it does (real estate, appraisals, economic development focus, creation of partnerships with communities and developers, sharing information, job creation, educational events, discuss the data they maintain and create to serve their business aims.

Ben Verbick (LOGIS): Discussed the new log in/registration requirements for MN GIS/LIS

Brad Henry (U of M): Announced the upcoming Cyber Security Seminar to be held in October 2012 and reiterated the importance of cyber-security to the work we do as GIS professionals

Rick Gelbmann (MetCouncil): Announced the resignation of Mark Vander Schaaf from the Coordinating Committee and that he (Rick) will serve as the Metropolitan Council's representative to the Committee. Announced the launch of Make-A-Map web application and described its function and use

Joella Givens (MnDOT): Re-iterated the importance of cyber security, mentioned her successful completion of FBI citizens academy; discussed the upcoming deployment of SmartTeams (social media response teams to respond to emergencies) to be led by InfraGuard and to be using students as participants; update on MnDOT LiDAR projects, using LiDAR for capturing road conditions/edge of pavement/pavement markings in the Metro area

Allen Radke (Xcel Energy): Announced his upcoming retirement from Xcel Energy and his resignation as a participant on the Coordinating Committee. The group led by David Bitner congratulated him on his upcoming retirement and thanked Allen for his 5 year tenure and a member of the Coordinating Committee

7) Action and Discussion Items

7a) MetroGIS Workplan Format

Coordinator Maas indicated that he has been reviewing the various MetroGIS guiding documents during his first weeks in the position and identified a need for a more concise, task-oriented body of documents.

Maas suggested a leaner and more concise format for the MetroGIS Work Plan that clearly identifies roles and tasks for participating agencies, individuals, committees and boards.

N. Read suggested a type of rolling workplan format that is more flexible than existing documents; the group agreed that this was desirable.

R. Gelbmann indicated that the new workplan be sensitive to the budget cycle of the Metropolitan Council. B. Henry asked if the Council's budget was fixed and static or expected to increase. R. Gelbmann

responded that it is expected to continue at a similar level and continue to provide support for MetroGIS's work and include addition of the Project Manager position to be filled soon.

M. Kotz expressed the need for MetroGIS work plans, business plans and strategic plans and related documents to realistically access the potential or expected success of projects and initiatives, tie these expectations to outcomes and real-world outcomes and prioritize project advancement and pursuit on its likelihood of success.

Direction to staff: Assemble workgroup to construct a draft workplan and deliver it to the Committee at the next meeting

7b) MetroGIS Business and Strategic Plan

Coordinator Maas indicated that the existing MetroGIS Business Plan has expired (2008-2011) and suggested that it be extended/adopted as the interim plan through end of calendar 2012 until a new business and strategic document can be drafted for 2013.

R. Gelbmann indicated that the remaining six months of 2012 might not be enough time to complete a new cycle of business planning for MetroGIS
D. Bitner acknowledged that an interim plan for 2013 that may not be complete could suffice and be accepted for the immediate purposes of MetroGIS's anticipated initiatives, that they key concepts in the existing workplan remain valid and can be extended as needed.

N. Read suggested that revising the plan in a formal way is needed as real changes in how government data sources fit into the larger ecosystem of geospatial data continue to grow and change and we need to keep pace with these changes

Motion: Accept 2008-2011 plan as interim for remainder of 2012, workgroup to move toward a new more concise plan for 2013 that need not be a comprehensive document.

Motion: J. Givens; Second: N. Read
Vote: Unanimously in favor; Motion carried

8) Administrative Updates

8a) Update on Project Manager Position
R. Gelbmann indicated that both the advertising for the position and interviewing continues.
R. Gelbmann also indicated the leanness of the existing market for the combination of GIS and project management attributes MetroGIS is seeking to fill the position

8b) Acceptance of Changes to Parcel Data Regional Policy Statement
G. Maas and M. Kotz advanced minor but necessary language changes to the Parcel Data Regional Policy Statement based on the recent addition of "historic" (3 years old or older) parcel data to the public domain.

R. Gelbmann stressed that this document simply identifies and defines MetroGIS's custodial role in housing and distributing the data, and that it is not a legal document requiring legal review.

CC members suggested two other small changes.

Motion to accept proposed language changes as show in agenda packet with the two additional changes to Parcel Data Regional Policy Statement
Motion: N. Read; Second: J. Givens, Motion carried

8c) Acceptance of changes to language of MetroGIS Operational Procedures document
G. Maas advanced a number of minor changes needed to the MetroGIS Operational Procedures document including minor grammatical corrections and inclusion of new state agency names.

Motion to accept proposed changes to MetroGIS
Motion: N. Read; Second: J. Givens, Motion carried

8d) Communications Workgroup Update
The MetroGIS Communications workgroup met on May 30, 2012 to discuss the variety of communications initiatives in progress for MetroGIS.

G. Maas provided an update of the group's progress to the Coordinating Committee including MetroGIS's website, logo redesign, future collaborative tools and social media strategy and solicited responses and comments from the Committee.

R. Gelbmann indicated that MetroGIS is primed to capitalize on the new web/branding work being done at the Metropolitan Council; good opportunity for MetroGIS to reduce costs and capture value from the Council's resources.

A. Fisher indicated that his organization (MNCAR) uses GoogleDocs as an effective collaboration tool and that their use of collaborative tools makes the preparatory and planning work of their workgroups more transparent and readily available. B. Verbick indicated that MNGIS/LIS uses ProjectPortal as an effective collaborative tool.

D. Bitner, N. Read and G. Maas agree to convene the Communications Workgroup again as needed in summer 2012 and advance their on-going work to the Coordinating Committee, with a focus on condensing the narrative content of the website. G. Maas agreed to provide additional research and progress on the re-working of MetroGIS's logo development.

9) Project Updates

9a) Address Editing Tool Development and Address Dataset Implementation
M. Kotz provided updates from the Addressing Workgroup and indicated the status of the contract with the vendor to develop the Address Editing tool; only awaiting signatures from Metropolitan Council's procurement to proceed; vendor should have the application ready around three months after it receives its Notice to Proceed.

Kotz indicated that once the tool is proven functional and effective its deployment will be followed by an outreach program for the address points data effort, including promotion of the editor with counties, cities and other units of government who wish to make use of it.

Kotz also indicated that St. Louis County is interested in utilizing the editor tool as well; the contract indicates that any government in Minnesota may use the tool free of charge.

N. Read added that the Policy Board has been supportive of the project

9b) Emergency Preparedness Workgroup Update/GECCo Update
R. Knippel provided background on the GECCo project for new members and summarized the key points from the executive summary and conclusion in a presentation to the group.
Emphasis on GIS professionals in the Metro region to think about resources and implementation for emergency/disaster preparedness, how their work fits into the 'mitigation > preparation > response > recovery loo'p, with an emphasis on use of the National Grid system and standardization of data and practices.

R. Knippel added that the MetroGIS Emergency Preparedness Workgroup (which he chairs) will reengage and frame the improvement plan, identify and recruit key stakeholders, create a GECCo Implementation Plan Committee and an action plan; the focus of the GECCo is on the metropolitan area, with potential federal funding tied also tied to the metro area for this work. HE indicated that it is key that we develop a specific focus, using the GECCo initiative as the leverage to move forward.

The GECCo After Action Plan should be used to approach the Emergency Services/Emergency Response Community; Knippel outlined the importance of aligning our work with their work.

J. Givens indicated that this is a very worthwhile effort and that it be given high priority.

R. Gelbmann expressed his expectation that the Emergency Preparedness Workgroup will develop something formal for MetroGIS to take action on and move forward, including clarifying MetroGIS's role in the GECCo.

R. Knippel acknowledge that the external perception of what MetroGIS is and what resources it commands may not be fully understood by key actors in the Emergency Services arena.

R. Knippel stressed that the Twin Cities region is much better positioned than many other areas which have gone through the GECCo process, we already have the requisite relationships in place to make things happen.

D. Bitner suggested that the Emergency Preparedness Workgroup (EPWG) should develop the steps MetroGIS should be taking and advance them to the Policy Board; this is worthwhile for our EPWG to complete this summer.

B. Henry asked what is our key message to the Policy Board? Concurred that the Policy Board needs to be made aware of the Implementation Plan, the responsibilities and actions of MetroGIS regarding the GECCo need to be fully explained, he reiterated that the external perceptions and expectations of MetroGIS differ from its actual function.

N. Read asked what resources does the EPWG require to get it going?

R. Knippel responded that in the immediate it needs the opportunity to connect to a larger group of stakeholders.

Motion for convening of the Emergency Preparedness workgroup to frame the Improvement Plan, identify and recruit key stakeholders, create a GECCo Implementation Plan Committee and an action plan and report to the Policy Board.
Motion: R. Gelbmann, Second: J. Givens, Motion carried

9c) Centerline Steering Committee Update
R. Gelbmann outlined the proof of concept project getting underway.

The group has met once as the Centerline Steering Committee (CSC) . The group will be scoping and exploring a small test study area within the Metro region to explore technological and policy scenarios working toward a public domain centerline solution for the region and ideally the state. R. Gelbmann expressed the importance that group remain 'nimble' and be able to be flexible enough to accommodate expansion, change and modification as the project takes shape.

The smaller proof of concept project will form a basis from which we can decide if and how to move forward and at what scale larger. The CSC is still in its formative state and is exploring stakeholders and resources it needs to add as it ramps up its work.

N. Read asked if the CSC proof of concept project relate to the Metropolitan Emergency Services Board initiative to standardize names and attributes.

D. Brandt indicated that the MESB initiative and the CSC proof of concept are complimentary in nature but do not overlap.

10) Information Sharing Roundtable
No items were advanced

11) Next Meeting
The next Coordinating Committee Meeting is scheduled for **Thursday, September 20, 2012, 1 PM** to be held again at the **Metro Counties Government Center**

12) Adjourn
Chair Bitner adjourned the meeting at 3:16 PM

MetroGIS Coordinating Committee Agenda

Thursday, September 20, 2012
1:00 PM – 3:30 PM, Metro Counties Government Center, 2099 University Avenue, St Paul

Agenda

1) Call to Order
2) Approve Meeting Agenda (action)
3) Approve Meeting Summary from June 21, 2012 *(See Page 6 for Meeting Summary)* (action)

4) Summary of Recent Policy Board Meetings
 4a) Summary of Policy Board Meeting on July 25
 4b) Policy Board August 16 Executive Committee Meeting Synopsis

5) Lightning Round:
 Ideas for Potential Collaborative Initiatives
 County GIS Managers: Update on County GIS User Groups activity

6) Action and Discussion Items:
 6a) MetroGIS Work Plan Update (Maas)
 6b) Non-Profit and Utilities Coordinating Committee Representatives (Bitner/Group Discussion)
 6c) MetroGIS Policy Board Reformation Discussion (Terry Schneider, Policy Board Chair)
 6d) New MetroGIS Logo Ideas (Maas)
 6e) Recommendations for Technology Demonstration at October 17 Policy Board Meeting

7) Administrative Updates:
 7a) Update on MetroGIS Project Manager position hiring (Gelbmann)
 7b) Communications Workgroup Update (Maas)

8) Project Updates:
 8a) Address Points Initiative Update (Kotz)
 8b) Parcel Data Payments to Counties Update (Kotz/Maas)
 8c) Street Centerline Initiative Update (Maas)
 8d) Registered Regional Parcel Data Users: Survey Results (Gelbmann)

9) Information Sharing Roundtable

10) Next Meeting (scheduled for Thursday, December 13, 2012)

11) Adjourn

MetroGIS Coordinating Committee Agenda Packet

Thursday, September 20, 2012
1:00 PM – 3:30 PM, Metro Counties Government Center, 2099 University Avenue, St Paul

Agenda

1) Call to Order

2) Approve Meeting Agenda   (action)

3) Approve Meeting Summary from June 21, 2012 *(See Page 6 for Meeting Summary)*   (action)

4) Summary of Recent Policy Board Meetings

4a) Summary of Policy Board Meeting on July 25

> The following major topics were considered or acted on by the Policy Board on July 25
>
> **Approval of minor corrections and adjustments to MetroGIS Operations and Procedures Documents.** *Changes accepted; motion by Kordiak, second by Kelso.*
>
> **Notification of minor adjustments to Parcel Data Sharing Agreement language to reflect the availability of the historic data (3 years and older).** *As the legal action and language of the documents is the responsibilities of the participating counties, no action was required of the MetroGIS Policy Board.*
>
> **Discussion of the role of alternates on the Policy Board and the changing role of the Policy Board.** *Prompted by the continued request by elected officials on the Policy Board to have their alternates represent them, Chairman Schneider suggested a formal discussion of the expanded role of alternates in the Policy Board's future work.*
>
> **Executive Committee meeting needed.** *Chair Schneider requested an executive meeting to further discuss the changing role of the MetroGIS Policy Board, the meeting was setup on August 16, 2012.*
>
> **Next Meeting.** *The next Policy Board meeting is scheduled for October 17, 2012*
>
> The full July 25 Meeting Summary (Draft) is found on the metrogis.org website here:
> http://www.metrogis.org/teams/pb/index.shtml

4b) Policy Board August 16 Executive Committee Meeting Synopsis

On August 16, Policy Board Chairman Schneider, Commissioners Reinhardt and Kordiak, Council Member Elkins and Coordinating Committee Chair Bitner (with Coordinator Maas) met to discuss the changing role of the MetroGIS Policy Board. Issues discussed included declining attendance of elected officials, the expanded role of alternates and explored potential new scenarios for Policy Board function and operation.

5) Lightning Round:
Ideas for Potential Collaborative Initiatives
County GIS Managers: Update on County GIS User Groups activity

6) Action and Discussion Items:

6a) MetroGIS Work Plan Update (Maas)

Introduction:	Maas and Kotz have met with each county GIS Manager since last Coordinating Committee meeting in June
	Report back on input from county GIS Managers on key work priorities
	Input and discussion will form the basis of the new MetroGIS Work Plan initiatives
	The forthcoming "MetroGIS Work Plan" will serve as the combined Business and Strategy document for the coming three-year period, ideally a draft will be ready by the December meeting for review and approval.
Issue:	Narrow down the subjects on which MetroGIS should focus on in its coming work plan cycle
Recommendation:	Form a Work Plan Workgroup to meet and pin down specific tasks for the next edition of the plan
	Coordinator Maas is tasked with preparing a draft Work Plan document based upon the group's discussion and direction to be reviewed at the December Coordinating Committee Meeting

6b) Non-Profit and Utilities Coordinating Committee Representatives (Bitner/Group Discussion)

Introduction:	The resignation of Sally Wakefield's seat provides an opportunity for a new representative from the non-profit sector; MetroGIS is reaching out to Minnesota Council of Non-Profits and the Non-Profit GIS Users Group for potential candidates
Issue:	Group discussion of desired traits of candidates for filling vacancies on the MetroGIS Coordinating Committee

Action: Recommendation by the group on what kinds of candidates should be invited to participate on the Coordinating Committee

6c) MetroGIS Policy Board Reformation Discussion (Terry Schneider, Policy Board Chair)

Introduction: The discussions at the July 25 Policy Board meeting and August 16 Executive Session indicate a new direction is needed.

Issue: Presentation and discussion of the various options currently under consideration

                       Stress the need for communication between county GIS managers and their commissioners on the subject

Recommendation: A discussion led by Policy Board Chair Schneider on the recent developments and discussions held by the Policy Board to update the Coordinating Committee and foster further discussion.

6d) New MetroGIS Logo Ideas (Maas)

Introduction: Unveiling of two potential design options for the new MetroGIS logo for group review and comment

Issue: A new MetroGIS logo is timely with the redevelopment of its website and graphic/presentation materials

Action: Reaction, suggestions and recommendations for modification or improvement of the designs presented

6e) Recommendations for Technology Presentation at the October 17 Policy Board Meeting

Issue: Gather suggestions from the group on a suitable GIS technology demonstration for the Policy Board meeting on October 17

Action: Coordinator Maas to contact candidate presenters and invite them to present

7) Administrative Updates:

7a) Update on MetroGIS Project Manager position hiring (Gelbmann)

7b) Communications Workgroup Update (Maas)

Website: Report on progress of MetroGIS website development
Present a draft wireframe of new navigation system

Collaboration tools: Google Drive (formerly Google Docs) is to serve as an interim solution for accessing and editing documents, primarily focused on the Communications Work (website

redesign, etc.). Open to exploring better tools and solutions as we become aware of them or a given project need arises

8) Project Updates:

8a) Address Points Initiative Update (Kotz)

8b) Parcel Data Payments to Counties Update (Kotz/Maas)

8c) Next-Generation Regional Street Centerline Maintenance Model Update (Maas/Ross)
> Update on the Centerline Initiative progress
> Centerline resource packet is in development, to be released in late Sept/early Oct
> Workshop is scheduled for October 24-25 at MnDOT Arden Hills Facility

8d) Registered Regional Parcel Data Users: Survey Results (Gelbmann)
> A modest user survey was distributed in late July to registered users of the parcel dataset
> Summary of results presented by Rick Gelbmann, Metropolitan Council

9) Information Sharing Roundtable

10) Next Meeting (scheduled for Thursday, December 13, 2012)

11) Adjourn

MetroGIS Coordinating Committee Meeting Minutes
Thursday, June 21, 2012
Metro Counties Government Center, 2099 University Avenue, St Paul

Meeting Summary (DRAFT)

1) Call to Order   Chairman Bitner called the meeting to order at 1:12 PM

Members Present:

Counties	Peter Henschel (Carver Co.); Jim Bunning (Scott Co.); David Brandt (Washington Co.); Randy Knippel (Dakota Co.); Charlie Teff (alt for John Slusarczyk, Anoka Co.); Gary Swenson (Hennepin Co.)
Regional Government	David Bitner (Metropolitan Airports Commission); Nancy Read (Metropolitan Mosquito Control District); Rick Gelbmann (Metropolitan Council)
State Government	Joella Givens (MnDOT); Chris Cialek (alt for D. Ross, MnGeo)
Cities	Ben Verbick (LOGIS); Mark Maloney (City of Shoreview/Metro Cities)
Non-Profit	Sally Wakefield (Envision Minnesota)
School Districts	Dick Carlstrom (TIES)
Special Expertise	Brad Henry (University of Minnesota)
Utilities	Allan Radke (Xcel Energy)
Private Sector	Adam Fisher (MNCAR)
Workgroup Members	Mark Kotz (Metropolitan Council)
Support Staff	Geoff Maas (MetroGIS)
Visitors	(none)

Members Absent

Academia	Francis Harvey (University of Minnesota)
Counties	Matt Koukol (Ramsey Co.), Bill Brown (Hennepin Co.)
Federal	Ron Wencl (USGS)

Regional Government   Gordon Chinander (Metropolitan Emergency Service Board)
                       Melissa Baker (Capitol Region Watershed District)

State Government   Tim Loesch (MnDNR)

Cities   Hal Busch (City of Bloomington)

Non-Profit   Jeff Matson (CURA/U of M/MN Council of Non-Profits)

2) Approve Agenda
Agenda was approved

3) Approve Meeting Summary
Meeting summary from March 22 was approved

4) Summary of April 18, 2012 Policy Board Meeting

Chair Bitner reported on the major topics of the April 18 Policy Board Meeting as described in the
agenda packet

5) Introductions
Chairman Bitner introduced new Committee Member Adam Fisher (MNCAR) and new MetroGIS Staff
Coordinator Geoff Maas, both were welcomed by the group.

6) Lightning Round

Chair Bitner invited attendees to introduce themselves and to share any ideas or updates of regionally
significant collaborative initiatives.

David Bitner (MAC): Twin Cities will host the Free and Open Source Software for Geospatial (FOSS4GEO)
Conference in May 2013, Attendance is projected to between 500-700; will be looking for volunteers
from the local GIS community once more firm dates are established

Chris Cialek (MnGeo): MnGeo continues to work toward a statewide sustainable solution for
coordination of ortho-photography; MnGeo will be engaged in grant writing to develop a business plan

Randy Knippel (Dakota Co.): Asked Chris Cialek if counties can 'piggy back' on the state effort to reduce
administrative overhead costs

Nancy Read (Mosquito Control): Option to purchase and use Google's data (in regard to ortho-
photography discussion); National Wetland Inventory data for the Metro area is in review, soliciting
participants to review it

Mark Kotz (MetCouncil): Update on merging the statewide and metro municipal boundaries layers; to be
made available quarterly;

Adam Fisher (MNCAR): Introduced himself as new member to the Coordinating Committee, provided an overview of his organization and what it does (real estate, appraisals, economic development focus, creation of partnerships with communities and developers, sharing information, job creation, educational events, discuss the data they maintain and create to serve their business aims.

Ben Verbick (LOGIS): Discussed the new log in/registration requirements for MN GIS/LIS

Brad Henry (U of M): Announced the upcoming Cyber Security Seminar to be held in October 2012 and reiterated the importance of cyber-security to the work we do as GIS professionals

Rick Gelbmann (MetCouncil): Announced the resignation of Mark Vander Schaaf from the Coordinating Committee and that he (Rick) will serve as the Metropolitan Council's representative to the Committee. Announced the launch of Make-A-Map web application and described its function and use

Joella Givens (MnDOT): Re-iterated the importance of cyber security, mentioned her successful completion of FBI citizens academy; discussed the upcoming deployment of SmartTeams (social media response teams to respond to emergencies) to be led by InfraGuard and to be using students as participants; update on MnDOT LiDAR projects, using LiDAR for capturing road conditions/edge of pavement/pavement markings in the Metro area

Allen Radke (Xcel Energy): Announced his upcoming retirement from Xcel Energy and his resignation as a participant on the Coordinating Committee. The group led by David Bitner congratulated him on his upcoming retirement and thanked Allen for his 5 year tenure and a member of the Coordinating Committee

7) Action and Discussion Items

7a) MetroGIS Workplan Format

Coordinator Maas indicated that he has been reviewing the various MetroGIS guiding documents during his first weeks in the position and identified a need for a more concise, task-oriented body of documents.

Maas suggested a leaner and more concise format for the MetroGIS Work Plan that clearly identifies roles and tasks for participating agencies, individuals, committees and boards.

N. Read suggested a type of rolling workplan format that is more flexible than existing documents; the group agreed that this was desirable.

R. Gelbmann indicated that the new workplan be sensitive to the budget cycle of the Metropolitan Council. B. Henry asked if the Council's budget was fixed and static or expected to increase. R. Gelbmann responded that it is expected to continue at a similar level and continue to provide support for MetroGIS's work and include addition of the Project Manager position to be filled soon.

M. Kotz expressed the need for MetroGIS work plans, business plans and strategic plans and related documents to realistically access the potential or expected success of projects and initiatives, tie these expectations to outcomes and real-world outcomes and prioritize project advancement and pursuit on its likelihood of success.

Direction to staff: Assemble workgroup to construct a draft workplan and deliver it to the Committee at the next meeting

7b) MetroGIS Business and Strategic Plan

Coordinator Maas indicated that the existing MetroGIS Business Plan has expired (2008-2011) and suggested that it be extended/adopted as the interim plan through end of calendar 2012 until a new business and strategic document can be drafted for 2013.

R. Gelbmann indicated that the remaining six months of 2012 might not be enough time to complete a new cycle of business planning for MetroGIS

D. Bitner acknowledged that an interim plan for 2013 that may not be complete could suffice and be accepted for the immediate purposes of MetroGIS's anticipated initiatives, that they key concepts in the existing workplan remain valid and can be extended as needed.

N. Read suggested that revising the plan in a formal way is needed as real changes in how government data sources fit into the larger ecosystem of geospatial data continue to grow and change and we need to keep pace with these changes

Motion: Accept 2008-2011 plan as interim for remainder of 2012, workgroup to move toward a new more concise plan for 2013 that need not be a comprehensive document.

Motion: J. Givens; Second: N. Read
Vote: Unanimously in favor; Motion carried

8) Administrative Updates

8a) Update on Project Manager Position
R. Gelbmann indicated that both the advertising for the position and interviewing continues.
R. Gelbmann also indicated the leanness of the existing market for the combination of GIS and project management attributes MetroGIS is seeking to fill the position

8b) Acceptance of Changes to Parcel Data Regional Policy Statement
G. Maas and M. Kotz advanced minor but necessary language changes to the Parcel Data Regional Policy Statement based on the recent addition of "historic" (3 years old or older) parcel data to the public domain.

R. Gelbmann stressed that this document simply identifies and defines MetroGIS's custodial role in housing and distributing the data, and that it is not a legal document requiring legal review.

CC members suggested two other small changes.

Motion to accept proposed language changes as show in agenda packet with the two additional changes to Parcel Data Regional Policy Statement
Motion: N. Read; Second: J. Givens, Motion carried

8c) Acceptance of changes to language of MetroGIS Operational Procedures document
G. Maas advanced a number of minor changes needed to the MetroGIS Operational Procedures document including minor grammatical corrections and inclusion of new state agency names.

Motion to accept proposed changes to MetroGIS Operational Procedures document
Motion: N. Read; Second: J. Givens, Motion carried

8d) Communications Workgroup Update
The MetroGIS Communications workgroup met on May 30, 2012 to discuss the variety of communications initiatives in progress for MetroGIS.

G. Maas provided an update of the group's progress to the Coordinating Committee including MetroGIS's website, logo redesign, future collaborative tools and social media strategy and solicited responses and comments from the Committee.

R. Gelbmann indicated that MetroGIS is primed to capitalize on the new web/branding work being done at the Metropolitan Council; good opportunity for MetroGIS to reduce costs and capture value from the Council's resources.

A. Fisher indicated that his organization (MNCAR) uses GoogleDocs as an effective collaboration tool and that their use of collaborative tools makes the preparatory and planning work of their workgroups more transparent and readily available. B. Verbick indicated that LOGIS uses ProjectPortal as an effective collaborative tool.

D. Bitner, N. Read and G. Maas agree to convene the Communications Workgroup again as needed in summer 2012 and advance their on-going work to the Coordinating Committee, with a focus on condensing the narrative content of the website. G. Maas agreed to provide additional research and progress on the re-working of MetroGIS's logo development.

9) Project Updates

9a) Address Editing Tool Development and Address Dataset Implementation
M. Kotz provided updates from the Addressing Workgroup and indicated the status of the contract with the vendor to develop the Address Editing tool; only awaiting signatures from Metropolitan Council's procurement to proceed; vendor should have the application ready around three months after it receives its Notice to Proceed.

Kotz indicated that once the tool is proven functional and effective its deployment will be followed by an outreach program for the address points data effort, including promotion of the editor with counties, cities and other units of government who wish to make use of it.

Kotz also indicated that St. Louis County is interested in utilizing the editor tool as well; the contract indicates that any government in Minnesota may use the tool free of charge.

N. Read added that the Policy Board has been supportive of the project

9b) Emergency Preparedness Workgroup Update/GECCo Update

R. Knippel provided background on the GECCo project for new members and summarized the key points from the executive summary and conclusion in a presentation to the group.

Emphasis on GIS professionals in the Metro region to think about resources and implementation for emergency/disaster preparedness, how their work fits into the 'mitigation > preparation > response > recovery loo'p, with an emphasis on use of the National Grid system and standardization of data and practices.

R. Knippel added that the MetroGIS Emergency Preparedness Workgroup (which he chairs) will reengage and frame the improvement plan, identify and recruit key stakeholders, create a GECCo Implementation Plan Committee and an action plan; the focus of the GECCo is on the metropolitan area, with potential federal funding tied also tied to the metro area for this work. HE indicated that it is key that we develop a specific focus, using the GECCo initiative as the leverage to move forward.

The GECCo After Action Plan should be used to approach the Emergency Services/Emergency Response Community; Knippel outlined the importance of aligning our work with their work.

J. Givens indicated that this is a very worthwhile effort and that it be given high priority.

R. Gelbmann expressed his expectation that the Emergency Preparedness Workgroup will develop something formal for MetroGIS to take action on and move forward, including clarifying MetroGIS's role in the GECCo.

R. Knippel acknowledge that the external perception of what MetroGIS is and what resources it commands may not be fully understood by key actors in the Emergency Services arena.

R. Knippel stressed that the Twin Cities region is much better positioned than many other areas which have gone through the GECCo process, we already have the requisite relationships in place to make things happen.

D. Bitner suggested that the Emergency Preparedness Workgroup (EPWG) should develop the steps MetroGIS should be taking and advance them to the Policy Board; this is worthwhile for our EPWG to complete this summer.

B. Henry asked what is our key message to the Policy Board? Concurred that the Policy Board needs to be made aware of the Implementation Plan, the responsibilities and actions of MetroGIS regarding the GECCo need to be fully explained, he reiterated that the external perceptions and expectations of MetroGIS differ from its actual function.

N. Read asked what resources does the EPWG require to get it going?

R. Knippel responded that in the immediate it needs the opportunity to connect to a larger group of stakeholders.

Motion for convening of the Emergency Preparedness workgroup to frame the Improvement Plan, identify and recruit key stakeholders, create a GECCo Implementation Plan Committee and an action plan and report to the Policy Board.

Motion: R. Gelbmann, Second: J. Givens, Motion carried

9c) Centerline Steering Committee Update
R. Gelbmann outlined the proof of concept project getting underway.

The group has met once as the Centerline Steering Committee (CSC) . The group will be scoping and exploring a small test study area within the Metro region to explore technological and policy scenarios working toward a public domain centerline solution for the region and ideally the state. R. Gelbmann expressed the importance that group remain 'nimble' and be able to be flexible enough to accommodate expansion, change and modification as the project takes shape.

The smaller proof of concept project will form a basis from which we can decide if and how to move forward and at what scale larger. The CSC is still in its formative state and is exploring stakeholders and resources it needs to add as it ramps up its work.

N. Read asked if the CSC proof of concept project relate to the Metropolitan Emergency Services Board initiative to standardize names and attributes.

D. Brandt indicated that the MESB initiative and the CSC proof of concept are complimentary in nature but do not overlap.

10) Information Sharing Roundtable
No items were advanced

11) Next Meeting
The next Coordinating Committee Meeting is scheduled for **Thursday, September 20, 2012, 1 PM** to be held again at the **Metro Counties Government Center**

12) Adjourn
Chair Bitner adjourned the meeting at 3:16 PM

MetroGIS Coordinating Committee Meeting Minutes
<DRAFT>

September 20, 2012
Metro Counties Government Center, 2099 University Avenue, St Paul, MN

Meeting Attendance

MetroGIS Coordinating Committee Members:
David Bitner, Chair, *Metropolitan Airports Commission*
David Brandt, Vice Chair, *Washington County*
Melissa Baker, *Capitol-Ramsey Watershed District*
Adam Fisher, *Minnesota Commercial Association of Realtors*
Rick Gelbmann, *Metropolitan Council*
Joella Givens, *MnDOT*
Josh Gumm, *Scott County*
Pete Henschel, *Carver County*
Randy Knippel, *Dakota County*
Mark Kotz, *Metropolitan Council*
Nancy Read, *Metropolitan Mosquito Control District*
Dan Ross, *MnGeo*
John Slusarczyk, *Anoka County*
Gary Swenson, *Hennepin County*
Ben Verbick, *LOGIS*

MetroGIS Policy Board Members:
Terry Schneider, Policy Board Chair, *City of Minnetonka/Metro Cities*

Staff:
Geoff Maas, *MetroGIS Coordinator*

Agenda Item 1: Call To Order
Chair Bitner called meeting to order at 1:10 PM

Agenda Item 2: Approve meeting agenda.
Chair Bitner, suggested a swap of items 6c and 6b in the agenda order.
Approval of revised meeting agenda: ***Gumm, motion; Brandt, second.***

Agenda Item 3: Approve Meeting Summary from June 21, 2012:
Ben Verbick requested one minor change to the June 21 Meeting Minutes

Exchanging the "LOGIS" with "MN GIS/LIS" on page p. 5; Maas agreed to make and publish the change. Approval of June 21, 2012 meeting minutes: ***Verbick, motion; Givens, second.***

Agenda Item 4: Summary of Recent Policy Board Activity

4a) Policy Board Meeting on July 25, 2012:

Chairman Bitner and Coordinator Maas provided a brief summary of the June 25 Policy Board Meeting and where the changing role of the MetroGIS Policy Board was discussed and a variety of possible options to reconfigure the body were advanced and discussed. These discussions are expected to continue through upcoming Policy Board meetings.

4b) Policy Board Executive Committee Meeting on August 16, 2012:

Chairman Bitner and Coordinator Maas provided a brief summary of the August 16 Executive Session of the Policy Board where Chairman Schneider, Commissioners Reinhardt and Kordiak, Council Member Elkins and Coordinating Committee Chair Bitner and Coordinator Maas met to discuss the changing role of the MetroGIS Policy Board. Issues discussed included addressing the declining attendance of elected officials, the expanded role of alternates and discussion of potential new scenarios for Policy Board function and operation.

Agenda Item 5: Lightning Round and Updates

Note: The following statements represent a good faith effort by the meeting recorder to capture the statements made by the participants and are not a word-for-word transcription of the opinions, ideas or thoughts expressed.

Brandt: Washington County will be engaging is lean kaizen exercises to improve its various work flows

Gumm: Scott County met with Hennepin County's development group to discuss methodology, information exchange and future collaboration opportunities

Knippel: Updated the group on the upcoming eight county IT Collaboration (seven Metro counties plus Olmsted); IT Managers coming together to discuss administrative work and their expectations for using private fiber connections.

Read: Mentioned the aerial photo survey, and expressed her hope that the members around the table participated in it

Kotz: Mentioned that the proposed state parcel data attribute standard from MnGeo standards committee is now available; the state standards have built upon (added to) the set of standards already in place by MetroGIS and may affect the MetroGIS specifications in the future.

Fisher: Indicated that MNDAR has hired Megan Lithgaard (sp?) into its economic development realm, seeking participation of other businesses who want to use their data.

Slusarczyk: Discussed federal grants for fiber connectivity, and recent discussions between county staff, IT staff and Anoka County cities; cities want better access to GIS data; Anoka County received $70,000 in grant funds for geodatabase replication, purchase software, setting up servers.

Baker: The Watershed district is exploring grants for impervious surface work, looking forward to moving again on storm sewer data standard

Henschel: Carver County is working on grants for fiber-optic network development

Verbick: Briefed the group on the work going into upcoming MN GIS/LIS conference

Gelbmann: Discussed the Corridors of Opportunity projects the Council is involved in: a HUD funded initiative, $5 million dollar grant for 3 years involving numerous organizations, 7 corridors + how to interlink the best including the realms of transit land use, housing, economic development opportunities; with numerous opportunities for GIS and spatial data for analysis, display and reporting. The Council will likely be looking for additional data from cities and other actors in the region as the project develops.

Givens: Summarized the status of the OET/MNIT consolidation process and where GIS is falling into the new business model

Swenson: Mentioned that significant changes are happening in public works, transit, environmental services; a new assistant county administrator had been hired and she is looking to eliminate "slioed" behavior and to revamp the data resources, better awareness within the county of what is available and how it can be leveraged; larger focus on enterprise thinking.

Ross: Discussed the interest at the state level about fiber networks; MnGeo is mapping fiber schematics of all state assets, using ESRI schematics for conducting the work.
Also that 2013 will be a large time of transition time for both MnGeo and the state.
New business model in development, IT consolidation and optimization goals across the board, which will also have changes and implications for how the state does GIS.

Agenda Item 6: Action and Discussion Items:

6a) MetroGIS Work Plan Update:
Coordinator Maas presented a recommendation that the existing work, business and strategy plans be folded into one concise document describing what MetroGIS will be pursuing in the next work plan cycle (2013-2016).

Maas asked permission from the group to form a Work Plan Workgroup for one meeting to review and as needed, to revise a plan draft to be developed and delivered for review and approval at the December Coordinating Committee meeting. Kotz, Ross, Bitner, Gelbmann, Swanson and Read agreed to serve on the workgroup (tentatively to be held in November).

6b (formerly 6c); MetroGIS Policy Board Reformation Discussion:

Schneider : At the last Policy Board meeting a dynamic discussion of what should the future role of the Policy Board took place. Is the body simply in existence to just maintain and serve as custodian of what it has already done, or do we need to be more active? What stakeholders need to be more directly participating?

If in fact what we're [the Policy Board] is just doing maintenance, if we're not doing policy, we may not need a Policy Board anymore; our initial concepts are working and can be carried forward and maintained by this [the Coordinating] Committee.

We need to explore those other opportunities and how do we integrate with MnGeo and other statewide efforts? Stakeholder expansion including the real estate industry and other members of the public community; how do we more meaningfully engage with them, and how we should be structured, what other elements do we need to address?

Most likely, the Policy Board will be reconfigured into a different format.

Success includes a better workplan, clearly identifying who is the champion for the various pieces, or they will not get done; a lot of interest + passion and willingness to contribute time and resources.

Who leads, how it unfolds is yet to be determined. We recognize that non-profits, who are major consumers of data, don't have enough resources to make a significant dent, we need the private sectors engagement, they have the resources, but perhaps not the time, energy and resources.

Engaging the private sector, we should encourage them to form their own Coordinating Committee or comparable body of their stakeholder groups; then appoint their chair to participate on the revised policy board of MetroGIS. Another limitation we have is our near complete reliance on Metropolitan Council for funding, in some sense this doesn't allow MetroGIS to grow or expand.

Changing Role of the MetroGIS Policy Board; key question is how to keep the policy makers engaged when little policy or funding is being decided upon.

Major discussion point of the last Policy Board meeting; How does MetroGIS maintain its political connectedness without being too onerous on the elected officials, this discussion prompted a second discussion (executive committee) on the details. A variety of scenarios were discussed for their strengths and drawbacks.

Schneider: The key questions we are dealing with in our way forward:
Should Policy Board dissolve and leave MetroGIS to engage the politicians on a different level?
Should the Policy Board be folded into the Coordinating Committee to form one body?
Should alternates be given more standing and authority to vote and make decisions on MetroGIS actions?

Expanding the role of the alternates, seen as a good idea to have alternates reach out to their commissioner and work with them to engage them on a meaningful level. The Policy Board will be leading the discussions and will return to the Coordinating Committee with their discussions, ideas and findings.

Knippel: What do you see as a suitable timeline for the Policy Board to reinvent itself?

Schneider: Within 6 months we should have a concept on what we need to do, the duration of a few more Policy Board meetings.

Schneider: One thing we see as a great benefit to engaging the private sector is to make the parcel data freely available. Perhaps a test pilot project between government and a non-government to exchange data; making the parcel data more readily available ma

Swenson: Do we have any numbers on the amount of users of the historical parcel data?

Kotz: Unfortunately, there is no real meaningful way to track that.

Schneider: I suspect the value to counties isn't what it once was; with private sector's perception, it is public data, why can't they just have it?

Ross: I see this coming in other areas as well, MnGeo is putting the legislation up for this. I can share with you that there are 15 counties already lining up against it (sharing parcel data) due to the revenue question; they do not want to lose that revenue stream of selling their data. The Metropolitan area is farther ahead than the rest of the state; and the Metro example can be used to build the policy Your [MetroGIS's] Policy Board is an important forum for vetting and discussing those issues.

Schneider: As someone who works in both private and public sectors, I can see the argument from both sides. County department heads have a mission, goal and budget constraints and in many cases is not ready to cut off one of their revenue streams. Bridging the gap between county policy makers and the other actors within and outside the county will be important. There is a 'culture' issue as well, business and governments operate under very different cultures, this can be potentially be a barrier to participation.

Group Discussion: Freeing data producers from liability legislation.

Slusarczyk: We need to get over the legal hurdle, the financial issue will not be such an issue for us, however, it may be for counties in greater Minnesota.

Ross: The [proposed] language is structured to protect counties and cities from liability.

Swenson: Commissioner Reinhardt brought this up; if you want this to work, this has to go through the Minnesota Association of Counties.

Read: Also the county's attorneys

Knippel: This seems like one of the key reasons the Policy Board needs to continue to exist.

Schneider: Agreed, it's not the only issue, but certainly one of the major ones, even if the elected officials are disappearing, we have work left to do. However, is it appropriate to ask elected officials to meet when there are no policy decisions or work for them to do? Using alternates are certainly appropriate; we will have MetroGIS to do some outreach to the various County Boards as to what we they are working on and what we are working on, periodic presentations from MetroGIS to county boards would help them understand us better.

Bitner: We should likely better align ourselves with MnGeo, with MetroGIS serving as the 'test-bed' for MnGeo's ideas

Ross: Agreed.

Knippel: Is there any published formal response for the parcel work yet?

Ross: Not until it gets into the committee process, we are doing proactive outreach now, before the projects. Assuming it will get out of committee this year due to our background work, we are presently prepping for the legislative session. Of note, the liability is less of an issue, it's the potential of lost fees and lost revenue for those counties. MetroGIS's Policy Board's past work and future decisions are crucial, we still need their influence.

Fisher: In engaging the private sector, we could focus on the idea of on MNCAR's data improvement committee, we already have strong relationships with developers, economic development groups, Greater MSP and the business development community; MNCAR is already well placed to explore the formation of the group mentioned by Terry (Schneider)

Read: There is also the Emergency Services side, especially if we are to follow up on the GECCo, the idea of 'implementing authority' fits in with the concepts of Emergency Services response.

Ross: Yes, the parcel data remains important to many of our functions; we have a lot more discussion coming at a state level.

Read: We need to figure out what we need to get set up, our current CC is set up on governmental sharing, is there a need for a parallel CC focused on real estate, emergency services other interest areas with more specific needs?

Schneider: This may be the way to go, getting that external interest

Ross: We are struggling at the state level with the same issues; we do need to include all sectors, we must have the partners from all sectors involved. The state perspective is that data sharing needs to cross all sectors/all groups.

Bitner: Terry, what actions would you like us to take?

Schneider: First, we should convene enough people to talk about how a CC in the private sector would work. We can provide some individuals, host another forum with the stakeholders, help demonstrate a proof of benefit and get together a mini work plan to get things going.

Ross: We need to coordinate between the two, so no replication is happening at the state level, the business and utility communities do not distinguish between the metro area and the state.

Bitner: We will then need to add this to our work plan group discussion. We'll make this work plan item for 2013.

6c (formerly 6b); Non-Profit and Utilities Coordinating Committee Representatives

Discussion Summary: Coordinating Committee engaged in a discussion on filling the vacant seats present on the committee, those of non-profit (recently vacated by the resignation of Sally Wakefield), utilities (recently vacated by Allan Radke) and business geographics (which has not been filled in some time). The group also weighted the pros and cons of adding additional seats (i.e. perhaps a utility seat and a telecommunications seat)

Bitner: If you know anyone in the various seat vacancy areas, please advance their names to Geoff so he can contact them and discuss the potential.

Ross: Adding someone from the Public Utilities Commission might be a good idea. Geoff, John Hoshal will have some suitable PUC contact for you.

Read: Geoff, can you contact the Minnesota Council of Non-Profits for potential candidates? Also, I do not think we should add seats until we have our existing seats filled.

Maas: I will contact them [Minnesota Council of Non-Profits] and touch base with John [Hoshal], and report back on those discussions and contact they yield.

Givens: I agree, let's not expand until our current seats are filled.

Knippel: I agree, we should continue with business as usual until the Policy Board makes its decision about how it wishes to move forward and we fill our seats at this [CC] table and to wait and see if the private sector can form its own committee.

Bitner: In summary we'll (1) work to fill our existing vacancies, (2) hold off on adding more seats until the Policy Board has its direction in place.

Read: I might be easier to talk about the changes if we fill the three seats, then we have the discussion.

Action: Maas to contact MN Council of Non Profits and John Hoshal at MnGeo for candidates from the PUC.

6d) New MetroGIS Logo Ideas:

Coordinator Maas presented some brief logo research and two new potential logo ideas to the group to solicit feedback and engage the group on ideas.

Feedback and suggestions included finding some way to symbolize the metro in the logos in a subtle way so as not to confuse MetroGIS with statewide organizations, smoothing the 'sharpness' of the compass rose elements and ensuring the logo also functions at much smaller sizes (such as on a letterhead).

Coordinator Maas will direct these revisions to be conducted on the logos and present revised version at the next Coordinating Committee meeting.

6e) Recommendations for Technology Presentation at the October 17 Policy Board Meeting

Henry: Dan [Ross] you should perhaps consider presenting on status of the parcels and how things are going in the rest of the state.

Ross: I would be willing to, but it may be a bit early to do that just yet.

Brandt: I think the Carver County presentation [referring to an earlier presentation] would be good, demonstrates real world benefits. Peter, would you be willing to present?

Henschel: Sure

Fisher: Along the lines of the parcel work and accompanying legislation, by making the parcel data available we can make it easy to broker advertising sale for space, Greater MSP is really interested in seeing this. Perhaps a presentation on parcel integration, how to locate/relocate businesses using the data from the real estate perspective

Group discussion/consensus: Line up Adam's idea for the next meeting with later presentations to the Policy Board from Peter Henschel and Dan Ross.

Maas: Adam, I will coordinate with you outside the meeting on getting someone to come and speak to the Policy Board in October.

Agenda Item 7: Administrative Updates

7a) Update on MetroGIS Project Manager Hiring

Gelbmann: We had a candidate accepted the position, then withdrew his acceptance. We are still searching for a candidate, and refocusing on someone with PMP credential and less emphasis on GIS experience; we do continue to emphasize the collaborative/volunteer nature of the organization, we are going to be advertising the position at the upcoming PMI conference. We envision this position integrating with the other PMPs working in IS at the Metropolitan Council.

Knippel: Would this person be used for more than just MetroGIS work?

Gelbmann: Yes, their assignments would include Council work as well.

7b) Communications Workgroup Update

Coordinator Maas provided a summary of recent meetings and work conducted by the Communications Workgroup as presenting a wireframe of the new metrogis.org including the 'flyout' menus and reduction of the side navigation bars from thirty-three to eight.

General response to the initial layout ideas was favorable, with questions about timeline of deployment.

Maas indicated that his goal was to have a web vendor under contract by December 30, however, he acknowledge that he had a significant amount of work to perform to get the existing content packaged in such a way as to deliver to a vendor for bidding.

Agenda Item 8: Project Updates

8a) Address Points Initiative

Mark Kotz provided an overview and update of the address points initiative progress and present status. He stressed that as it moves forward, the relationships that cities have with their counties and how addressing authority is handled will be crucial.

Knippel: Beyond the county level, it might be too much; moving to a state solution might be unwieldy

Kotz: There may be cities who will want to participate, but no hosting county. We see this as inevitably being a hodgepodge of ways to participate. There will be different ways to funnel the data into the system. Eventual goal is to have statewide aggregation. The architecture of what we're developing will be available to all government entities in the state.

Ross: So far this effort has been outstanding on the Metro level in the absence of state level work regarding address points.

Kotz: A number of our counties have also been engaged in work with their cities on address points, Randy can you tell us what is happening in Dakota County.

Knippel: In Dakota County we did create Joint Powers Agreement with the cities; the county has played a significant role in addressing, but it was determined by our lawyers that we didn't actually have the authority, however, we still maintain a role with the cities.

Some cities have significant capabilities and resources and some have none. Dakota County acts in a coordinative role, while the cities assume a lead role that the info they provide is complete; the Joint Powers Agreement clearly defined those roles and responsibilities; we made it clear that they need one person/one point of contact to shepherd the data; cities perform internal coordination of their data. We [the county] would then build a process, provide quality control, perform ID changes and then synchronize and distribute the data.

Also, ultimately we take this address database and use it to populate the site address in the tax system. Higher degree of confidence in the data; we feel we have better data, we are continuing to feed the site address into the tax database, very close to having it done.

All cities are signed on to Joint Powers Agreement; we have a balance in that we rely on the local knowledge (cities) and the technical skill of the county.

Henry: How are you placing the actual address point? Center of parcel? Entry point to the parcel? Are you able to capture a z-value?

Kotz: With addressing, there really is no easy way to assign a z-value, not appropriate for the tools we are employing.

Knippel: The cities have created their own tool, based on the ESRI model, let them know that it isn't the be all end all, actively engaged in development process, will be a pilot site of Address Point

Givens: Good job in getting the relationships developed, that can be the hardest part.

Kotz: For the Address Point editor, we are using MetroGIS's data model, which is compliant with FDGC

Swenson: Similarly, we are doing enterprise work in Hennepin County, the number one priority for our county is the address system, and we are developing a county-wide standard, based on our need for taxation. In the past decade, we have needed to manage addresses outside the tax system.
Tax system already has the relationships built; we need to support emergency services, elections, dispatch work. Our Deputy County Administrator is the chair of the committee and this covers 8 major departments at the county.

There are three 'legs' to the project: Establishing a standard in the data model, then performing an impact analysis on current users/customers of existing system (this will be followed by a full report) and making changes to the reference data, revamping the whole works (this will likely impact the centerlines as well)

Biggest challenges: we have the charters ready to be signed; met with Deputy County Administrator on concerns about shoving an agreement in the city's face about how to proceed. We need to forge the relationships in practice first before they are formalized; individuals relationships established first are key.

The City of Minneapolis is doing their own model, linking property to address, address to permit, helping to maintain their address system and understand the hierarchy of super-parcel, parcel, addresses, and building. Estimated to be an 18 month timeline for the project.

Brandt: In Washington County we have an informal process in place, no Joint Powers Agreement, but we have, reached out to the fire chiefs and building officials in each city. The establishment of the relationships are going well, before we get formal with the tools.

Kotz: One of the reasons Washington County is going well is that Dave[Brandt] got testimonials from Emergency Services personnel to leverage the interest and funding.

8b) Payment to Counties for Parcel Data Improvements

Mark Kotz provided a quick overview to the group on the visits made by him and Coordinator Maas to each county to simplify the schedule and payment process for parcel data improvements and metadata updating.

8c) Next-Generation Regional Street Centerline Maintenance Model Update

Coordinator Maas provided a brief update on the Centerline project progress; key points included the official notice of the October 24-25 dates at the MnDOT Arden Hills Facility and the preparation and dispersal deadline of the centerline resource packet (Sept 30 goal)

8d) <u>Registered Regional Parcel Data Users: Survey Results</u>

Rick Gelbmann gave a brief presentation on the results of the survey dispersed to registered users of the Regional Parcel Dataset distributed in July 2012. He included examples of how several users make use of the data for their specific business needs.

Agenda Item 9: Information Sharing Roundtable

With the meeting already running long, the group conceded that the information shared in the lightening round was sufficient for information sharing.

Agenda Item 10: Next Meeting

The Next Coordinating Committee meeting is scheduled for December 13, 2012

Agenda Item 11: Adjourn
Chair Bitner adjourned the meeting at 3:45 PM

MetroGIS Coordinating Committee Agenda
Thursday, December 20, 2012
1:00 PM – 3:30 PM, Metro Counties Government Center, 2099 University Avenue, St Paul

Agenda

1) Call to Order
2) Approve Meeting Agenda   *(action)*
3) Approve Meeting Summary from September 20, 2012, p. 2.   *(action)*
4) Introduction of new MetCouncil/MetroGIS Project Manager Paul Peterson, p. 2

5) Summary of Recent Policy Board Activity, p. 2
>   *5a) Brief summary of Policy Board Meeting on October 17, 2012*

6) Lightning Round Updates, p. 3
>   *6a) Projects or initiatives of interest to the group*
>   *6b) Update on County GIS User Groups activity*

7) Action Items, p. 3-4
>   *7a) Addition of New Members to the Coordinating Committee*   *(action)*
>   *7b) Election of Coordinating Committee Officers for 2013*   *(action)*
>   *7c) Technology Demonstration Ideas for January 2013 Policy Board Meeting*   *(action)*

8) Special Presentation (10-15 minutes) p. 4
>   *Emily Resseger, Principal Environmental Scientist*
>   *Metropolitan Council Water Resources Planning Department*
>   *Development of a Region-Wide Stormwater Dataset*

9) Discussion Items and Administrative Updates, p. 4
>   *9a) Policy Board Governance Change Update (Maas)*
>   *9b) Legal Issues Forum/Discussion*
>   *9c) MetroGIS Work Plan (Maas/Kotz)*

10) Project Updates, p. 5
>   *10a) Centerline Initiative (Ross/Gelbmann/Koukol/Maas)*

11) Next Meeting (scheduled for Thursday, March 12, 2013)

12) Adjourn

MetroGIS Coordinating Committee Agenda Packet
Thursday, December 20, 2012
1:00 PM – 3:30 PM, Metro Counties Government Center, 2099 University Avenue, St Paul

Agenda

1) Call to Order

2) Approve Meeting Agenda (action)

3) Approve Meeting Summary from September 20, 2012 (action)
(Please see pages 6-16 of this document for Meeting Summary from 9/20/12)

4) Introduction of Project Manager Paul Peterson
Paul joined the Metropolitan Council in November 2011; he will be a Project Manager in the Metropolitan Council Information Services department with a portion of his time committed to project management with MetroGIS initiatives. Paul has a B.A. in Secondary Education from Huron University (South Dakota) and a Masters in Geography from South Dakota State University. He comes to the Council after four years as a project manager at NAVTEQ.

5) Summary of Policy Board Meeting on October 17, 2012

Presentation by Adam Fisher (MNCAR) and Patrick Hamilton (Cushman and Wakefield)
Presenters provided insight to how the commercial real estate industry in Minnesota uses GIS data and provided a tour of MNCAR's Exchange resource. MNCAR Exchange is a subscription website where real estate developers can gain access to a wide variety of data. A lively discussion of the power of this data for economic development and county/real estate data sharing potential followed.

Continued discussion of the changing role of the Policy Board. *The Policy Board continued its discussion on how to proceed in re-shaping the body. Another option was proposed and discussed that the Policy Board meet once a year formally; the Coordinating Committee could call the Executive Committee together for a special meeting (Schneider, Elkins, Reinhardt, Kordiak) if the need arose. Engagement of the counties would be shaped by presentations by MetroGIS to each county board.*

Next Meeting. *The next Policy Board meeting is scheduled for January 23, 2013*

The full October 17, 2012 Policy Board Meeting Summary (Draft) is found on the metrogis.org website here: http://www.metrogis.org/teams/pb/index.shtml

6) Lightning Round:

      Updates and Ideas from around the table
      County GIS Managers: Update (if any) on County GIS User Groups activities

7) Action Items

      7a) Addition of new members to the Coordinating Committee

Introduction: *Former Coordinating Committee Chairman David Bitner has left his position as GIS Coordinator at the Metropolitan Airports Commission to form his own geospatial business (db Spatial), after stepping down as Chairman he is seeking to represent the Business Geographics seat on the Committee.*

Issue(s):   *#1) Acceptance of David Bitner's application for seat on the Committee*
               #2) A need for formal process for acceptance of new members

Action: *#1) Approve membership of David Bitner as representative in the Business Geographics seat on the MetroGIS Coordinating Committee*

               #2) Review list of potential Committee members

               List of Potential MetroGIS Coordinating Committee Members:

               Non-Profit Seat Potential Candidates:
               Jan Slaats, GIS Manager, Nature Conservancy
               Anne Murphy, Conservation Stewardship Director, Minnesota Land Trust
               Kody Turnau, GIS Specialist, Minnesota Center for Environmental Advocacy
               Dan Hylton, Research Manager, HousingLink (has provided a letter of interest)
               Margo Geffen, Senior Program Manager, Twin Cities Community Land Bank
               Brett Costain, Program Analyst, Twin Cities Community Land Bank
               Karen Duggleby , Research and Evaluation Director, MN Home Ownership Center

               Utilities Seat Potential Candidates:
               Scott Bundy, Senior Solutions Consultant, Xcel Energy
               Ron Jabs, Community Relations Specialist, Minnesota Valley Electric Cooperative
               Dale Nikkola, Business Analyst, Connexus Energy
               Jeffrey Grussing, Lead GIS Developer, Great River Energy

               Business Geographics Seat Potential Candidates:
               David Bitner, Owner, dbSpatial
               Miles Strain, Project Manager, Aerometric Geospatial Solutions
               Blaine Hackett, President, Flat Rock Geographics

7b) Election of Officers

Introduction: *Each December, new officers (Chair and Vice Chair) are elected bu the Coordinating Committee*

 Issue(s): *Former Chair David Bitner has stepped down with his change in employment. Current Vice Chair Brandt has indicated his interest in remaining in the Vice Chair role*

Action: *Election of candidates*

7c) Technology Demonstration Ideas for January 2013 Policy Board Meeting

Solicit the group for recommendations for a technology demonstration at the upcoming Policy Board meeting (January 23, 2013)

8) Special Presentation

Emily Resseger, Principal Environmental Scientist
"Regional Water Resources Planning and the usefulness of a Regional Stormwater Dataset"
Water Resources Planning Department, Metropolitan Council

Ms. Resseger has a B.S. in Mathematics from Grinnell College (Iowa), a B.S. in Civil Engineering from Washington University (St Louis, Missouri) and a M.S. in Water Resources Science from the University of Minnesota. Prior to her tenure at the Metropolitan Council, she worked at Bonestroo Engineering and the U.S. Geological Survey.

9) Discussion Items and Administrative Updates

9a) Policy Board Governance Change Update

Issue: *The MetroGIS Policy Board entertaining a potential restructuring based on the changing needs of MetroGIS. The Policy Board no longer makes major decisions on policy and fiscal decisions and operates in the capacity of a maintenance body.*

Discussion: *Would a single annual meeting of the Policy Board, with the ability to draw together an executive committee as needed and more directed outreach effort from MetroGIS to county boards and officials be an acceptable way forward?*

Are there unresolved legal or policy issues that the Coordinating Committee needs to advance to the existing Policy Board body?

9b) Legal Issues Forum/Discussion

Issue: *The GIS community has a number of legal and policy issues concerning data MetroGIS can provide an on-going means to identify, discuss and point to resolution of issues of common concern.*

Ideas: *Removal of liability for release of data to the public*

9c) MetroGIS Work Plan Refinement

Issue: *MetroGIS is in need of a new work plan. Kotz and Maas have distilled down the remaining projects from the old workplan*

Discussion: *Matching past and proposed projects to business needs*

10) Project Updates:

10a) Centerline Initiative

Background: *MnDOT in partnership with MnGeo and MetroGIS are examining the potential to develop a statewide centerline system*

A two-day workshop was held on Oct 24-25 in Arden Hills
A half-day technical session was held on Dec 17 in Arden Hills

11) Next Meeting (*scheduled for Thursday, March 21, 2013*)

12) Adjourn

MetroGIS Coordinating Committee Meeting Minutes
September 20, 2012 <DRAFT>
Metro Counties Government Center, 2099 University Avenue, St Paul, MN

Meeting Attendance

MetroGIS Coordinating Committee Members:
David Bitner, Chair, *Metropolitan Airports Commission*
David Brandt, Vice Chair, *Washington County*
Melissa Baker, *Capitol-Ramsey Watershed District*
Adam Fisher, *Minnesota Commercial Association of Realtors*
Rick Gelbmann, *Metropolitan Council*
Joella Givens, *MnDOT*
Josh Gumm, *Scott County*
Pete Henschel, *Carver County*
Randy Knippel, *Dakota County*
Mark Kotz, *Metropolitan Council*
Nancy Read, *Metropolitan Mosquito Control District*
Dan Ross, *MnGeo*
John Slusarczyk, *Anoka County*
Gary Swenson, *Hennepin County*
Ben Verbick, *LOGIS*

MetroGIS Policy Board Members:
Terry Schneider, Policy Board Chair, *City of Minnetonka/Metro Cities*

Staff:
Geoff Maas, *MetroGIS Coordinator*

Agenda Item 1: Call To Order
Chair Bitner called meeting to order at 1:10 PM

Agenda Item 2: Approve meeting agenda.
Chair Bitner, suggested a swap of items 6c and 6b in the agenda order.
Approval of revised meeting agenda: *Gumm, motion; Brandt, second.*

Agenda Item 3: Approve Meeting Summary from June 21, 2012:
Ben Verbick requested one minor change to the June 21 Meeting Minutes
Exchanging the "LOGIS" with "MN GIS/LIS" on page p. 5; Maas agreed to make and publish the change.
Approval of June 21, 2012 meeting minutes: *Verbick, motion; Givens, second.*

Agenda Item 4: Summary of Recent Policy Board Activity

4a) Policy Board Meeting on July 25, 2012:

Chairman Bitner and Coordinator Maas provided a brief summary of the June 25 Policy Board Meeting and where the changing role of the MetroGIS Policy Board was discussed and a variety of possible options to reconfigure the body were advanced and discussed. These discussions are expected to continue through upcoming Policy Board meetings.

4b) Policy Board Executive Committee Meeting on August 16, 2012:

Chairman Bitner and Coordinator Maas provided a brief summary of the August 16 Executive Session of the Policy Board where Chairman Schneider, Commissioners Reinhardt and Kordiak, Council Member Elkins and Coordinating Committee Chair Bitner and Coordinator Maas met to discuss the changing role of the MetroGIS Policy Board. Issues discussed included addressing the declining attendance of elected officials, the expanded role of alternates and discussion of potential new scenarios for Policy Board function and operation.

Agenda Item 5: Lightning Round and Updates

Note: The following statements represent a good faith effort by the meeting recorder to capture the statements made by the participants and are not a word-for-word transcription of the opinions, ideas or thoughts expressed.

Brandt: Washington County will be engaging in a lean kaizen event to improve its property records flow

Gumm: Scott County met with Hennepin County's development group to discuss methodology, information exchange and future collaboration opportunities

Knippel: Updated the group on the upcoming eight county IT Collaboration (seven Metro counties plus Olmsted); IT Managers coming together to discuss administrative work and their expectations for using private fiber connections.

Read: Mentioned the aerial photo survey, and expressed her hope that the members around the table participated in it

Kotz: Mentioned that the proposed state parcel data attribute standard from MnGeo standards committee is now available; the state standards have built upon (added to) the set of standards already in place by MetroGIS and may affect the MetroGIS specifications in the future.

Fisher: Indicated that MNDAR has hired Megan Barnett-Livgard into its economic development realm, seeking participation of other businesses who want to use their data.

Slusarczyk: Discussed federal grants for fiber connectivity, and recent discussions between county staff, IT staff and Anoka County cities; cities want better access to GIS data; Anoka County received $70,000 in grant funds for geo-database replication, purchase software, setting up servers.

Baker: The Watershed district is exploring grants for impervious surface work, looking forward to moving again on storm sewer data standard

Henschel: Carver County is working on grants for fiber-optic network development

Verbick: Briefed the group on the work going into upcoming MN GIS/LIS conference

Gelbmann: Discussed the Corridors of Opportunity projects the Council is involved in: a HUD funded initiative, $5 million dollar grant for 3 years involving numerous organizations, 7 corridors + how to interlink the best including the realms of transit land use, housing, economic development opportunities; with numerous opportunities for GIS and spatial data for analysis, display and reporting. The Council will likely be looking for additional data from cities and other actors in the region as the project develops.

Givens: Summarized the status of the OET/MNIT consolidation process and where GIS is falling into the new business model

Swenson: Mentioned that significant changes are happening in public works, transit, environmental services; a new assistant county administrator had been hired and she is looking to eliminate "siloed" behavior and to revamp the data resources, better awareness within the county of what is available and how it can be leveraged; larger focus on enterprise thinking.

Ross: Discussed the interest at the state level about fiber networks; MnGeo is mapping fiber schematics of all state assets, using ESRI schematics for conducting the work.
Also that 2013 will be a large time of transition time for both MnGeo and the state.
New business model in development, IT consolidation and optimization goals across the board, which will also have changes and implications for how the state does GIS.

Agenda Item 6: Action and Discussion Items:

6a) MetroGIS Work Plan Update:
Coordinator Maas presented a recommendation that the existing work, business and strategy plans be folded into one concise document describing what MetroGIS will be pursuing in the next work plan cycle (2013-2016).

Maas asked permission from the group to form a Work Plan Workgroup for one meeting to review and as needed, to revise a plan draft to be developed and delivered for review and approval at the December Coordinating Committee meeting. Kotz, Ross, Bitner, Gelbmann, Swanson and Read agreed to serve on the workgroup (tentatively to be held in November).

6b (formerly 6c); MetroGIS Policy Board Reformation Discussion:

Schneider : At the last Policy Board meeting a dynamic discussion of what should the future role of the Policy Board took place. Is the body simply in existence to just maintain and serve as custodian of what it has already done, or do we need to be more active? What stakeholders need to be more directly participating?

If in fact what we're [the Policy Board] is just doing maintenance, if we're not doing policy, we may not need a Policy Board anymore; our initial concepts are working and can be carried forward and maintained by this [the Coordinating] Committee.

We need to explore those other opportunities and how do we integrate with MnGeo and other statewide efforts? Stakeholder expansion including the real estate industry and other members of the public community; how do we more meaningfully engage with them, and how we should be structured, what other elements do we need to address?

Most likely, the Policy Board will be reconfigured into a different format.

Success includes a better workplan, clearly identifying who is the champion for the various pieces, or they will not get done; a lot of interest + passion and willingness to contribute time and resources.

Who leads, how it unfolds is yet to be determined. We recognize that non-profits, who are major consumers of data, don't have enough resources to make a significant dent, we need the private sectors engagement, they have the resources, but perhaps not the time, energy and resources.

Engaging the private sector, we should encourage them to form their own Coordinating Committee or comparable body of their stakeholder groups; then appoint their chair to participate on the revised policy board of MetroGIS. Another limitation we have is our near complete reliance on Metropolitan Council for funding, in some sense this doesn't allow MetroGIS to grow or expand.

Changing Role of the MetroGIS Policy Board; key question is how to keep the policy makers engaged when little policy or funding is being decided upon.

Major discussion point of the last Policy Board meeting; How does MetroGIS maintain its political connectedness without being too onerous on the elected officials, this discussion prompted a second discussion (executive committee) on the details. A variety of scenarios were discussed for their strengths and drawbacks.

Schneider: The key questions we are dealing with in our way forward:
Should Policy Board dissolve and leave MetroGIS to engage the politicians on a different level?
Should the Policy Board be folded into the Coordinating Committee to form one body?
Should alternates be given more standing and authority to vote and make decisions on MetroGIS actions?

Expanding the role of the alternates, seen as a good idea to have alternates reach out to their commissioner and work with them to engage them on a meaningful level. The Policy Board will be leading the discussions and will return to the Coordinating Committee with their discussions, ideas and findings.

Knippel: What do you see as a suitable timeline for the Policy Board to reinvent itself?

Schneider: Within 6 months we should have a concept on what we need to do, the duration of a few more Policy Board meetings.

Schneider: One thing we see as a great benefit to engaging the private sector is to make the parcel data freely available. Perhaps a test pilot project between government and a non-government to exchange data; making the parcel data more readily available ma

Swenson: Do we have any numbers on the amount of users of the historical parcel data?

Kotz: Unfortunately, there is no real meaningful way to track that.

Schneider: I suspect the value to counties isn't what it once was; with private sector's perception, it is public data, why can't they just have it?

Ross: I see this coming in other areas as well, MnGeo is putting the legislation up for this. I can share with you that there are 15 counties already lining up against it (sharing parcel data) due to the revenue question; they do not want to lose that revenue stream of selling their data. The Metropolitan area is farther ahead than the rest of the state; and the Metro example can be used to build the policy Your [MetroGIS's] Policy Board is an important forum for vetting and discussing those issues.

Schneider: As someone who works in both private and public sectors, I can see the argument from both sides. County department heads have a mission, goal and budget constraints and in many cases is not ready to cut off one of their revenue streams. Bridging the gap between county policy makers and the other actors within and outside the county will be important. There is a 'culture' issue as well, business and governments operate under very different cultures, this can be potentially be a barrier to participation.

Group Discussion: Freeing data producers from liability legislation.

Slusarczyk: We need to get over the legal hurdle, the financial issue will not be such an issue for us, however, it may be for counties in greater Minnesota.

Ross: The [proposed] language is structured to protect counties and cities from liability.

Swenson: Commissioner Reinhardt brought this up; if you want this to work, this has to go through the Minnesota Association of Counties.

Read: Also the county's attorneys

Knippel: This seems like one of the key reasons the Policy Board needs to continue to exist.

Schneider: Agreed, it's not the only issue, but certainly one of the major ones, even if the elected officials are disappearing, we have work left to do. However, is it appropriate to ask elected officials to meet when there are no policy decisions or work for them to do? Using alternates are certainly appropriate; we will have MetroGIS to do some outreach to the various County Boards as to what we they are working on and what we are working on, periodic presentations from MetroGIS to county boards would help them understand us better.

Bitner: We should likely better align ourselves with MnGeo, with MetroGIS serving as the 'test-bed' for MnGeo's ideas

Ross: Agreed.

Knippel: Is there any published formal response for the parcel work yet?

Ross: Not until it gets into the committee process, we are doing proactive outreach now, before the projects. Assuming it will get out of committee this year due to our background work, we are presently prepping for the legislative session. Of note, the liability is less of an issue, it's the potential of lost fees and lost revenue for those counties. MetroGIS's Policy Board's past work and future decisions are crucial, we still need their influence.

Fisher: In engaging the private sector, we could focus on the idea of on MNCAR's data improvement committee, we already have strong relationships with developers, economic development groups, Greater MSP and the business development community; MNCAR is already well placed to explore the formation of the group mentioned by Terry (Schneider)

Read: There is also the Emergency Services side, especially if we are to follow up on the GECCo, the idea of 'implementing authority' fits in with the concepts of Emergency Services response.

Ross: Yes, the parcel data remains important to many of our functions; we have a lot more discussion coming at a state level.

Read: We need to figure out what we need to get set up, our current CC is set up on governmental sharing, is there a need for a parallel CC focused on real estate, emergency services other interest areas with more specific needs?

Schneider: This may be the way to go, getting that external interest

Ross: We are struggling at the state level with the same issues; we do need to include all sectors, we must have the partners from all sectors involved. The state perspective is that data sharing needs to cross all sectors/all groups.

Bitner: Terry, what actions would you like us to take?

Schneider: First, we should convene enough people to talk about how a CC in the private sector would work. We can provide some individuals, host another forum with the stakeholders, help demonstrate a proof of benefit and get together a mini work plan to get things going.

Ross: We need to coordinate between the two, so no replication is happening at the state level, the business and utility communities do not distinguish between the metro area and the state.

Bitner: We will then need to add this to our work plan group discussion. We'll make this work plan item for 2013.

6c (formerly 6b); Non-Profit and Utilities Coordinating Committee Representatives

Discussion Summary: Coordinating Committee engaged in a discussion on filling the vacant seats present on the committee, those of non-profit (recently vacated by the resignation of Sally Wakefield), utilities (recently vacated by Allan Radke) and business geographics (which has not been filled in some time). The group also weighted the pros and cons of adding additional seats (i.e. perhaps a utility seat and a telecommunications seat)

Bitner: If you know anyone in the various seat vacancy areas, please advance their names to Geoff so he can contact them and discuss the potential.

Ross: Adding someone from the Public Utilities Commission might be a good idea. Geoff, John Hoshal will have some suitable PUC contact for you.

Read: Geoff, can you contact the Minnesota Council of Non-Profits for potential candidates? Also, I do not think we should add seats until we have our existing seats filled.

Maas: I will contact them [Minnesota Council of Non-Profits] and touch base with John [Hoshal], and report back on those discussions and contact they yield.

Givens: I agree, let's not expand until our current seats are filled.

Knippel: I agree, we should continue with business as usual until the Policy Board makes its decision about how it wishes to move forward and we fill our seats at this [CC] table and to wait and see if the private sector can form its own committee.

Bitner: In summary we'll (1) work to fill our existing vacancies, (2) hold off on adding more seats until the Policy Board has its direction in place.

Read: It might be easier to talk about the changes if we fill the three seats, then we have the discussion.

Action: Maas to contact MN Council of Non Profits and John Hoshal at MnGeo for candidates from the PUC.

6d) New MetroGIS Logo Ideas:

Coordinator Maas presented some brief logo research and two new potential logo ideas to the group to solicit feedback and engage the group on ideas.

Feedback and suggestions included finding some way to symbolize the metro in the logos in a subtle way so as not to confuse MetroGIS with statewide organizations, smoothing the 'sharpness' of the compass rose elements and ensuring the logo also functions at much smaller sizes (such as on a letterhead).

Coordinator Maas will direct these revisions to be conducted on the logos and present revised version at the next Coordinating Committee meeting.

6e) Recommendations for Technology Presentation at the October 17 Policy Board Meeting

Henry: Dan [Ross] you should perhaps consider presenting on status of the parcels and how things are going in the rest of the state.

Ross: I would be willing to, but it may be a bit early to do that just yet.

Brandt: I think the Carver County presentation [referring to an earlier presentation] would be good, demonstrates real world benefits. Peter, would you be willing to present?

Henschel: Sure

Fisher: Along the lines of the parcel work and accompanying legislation, by making the parcel data available we can make it easy to broker advertising sale for space, Greater MSP is really interested in seeing this. Perhaps a presentation on parcel integration, how to locate/relocate businesses using the data from the real estate perspective

Group discussion/consensus: Line up Adam's idea for the next meeting with later presentations to the Policy Board from Peter Henschel and Dan Ross.

Maas: Adam, I will coordinate with you outside the meeting on getting someone to come and speak to the Policy Board in October.

Agenda Item 7: Administrative Updates

7a) Update on MetroGIS Project Manager Hiring

Gelbmann: We had a candidate accepted the position, then withdrew his acceptance. We are still searching for a candidate, and refocusing on someone with PMP credential and less emphasis on GIS experience; we do continue to emphasize the collaborative/volunteer nature of the organization, we are going to be advertising the position at the upcoming PMI conference. We envision this position integrating with the other PMPs working in IS at the Metropolitan Council.

Knippel: Would this person be used for more than just MetroGIS work?

Gelbmann: Yes, their assignments would include Council work as well.

7b) Communications Workgroup Update

Coordinator Maas provided a summary of recent meetings and work conducted by the Communications Workgroup as presenting a wireframe of the new metrogis.org including the 'flyout' menus and reduction of the side navigation bars from thirty-three to eight.

General response to the initial layout ideas was favorable, with questions about timeline of deployment.

Maas indicated that his goal was to have a web vendor under contract by December 30, however, he acknowledge that he had a significant amount of work to perform to get the existing content packaged in such a way as to deliver to a vendor for bidding.

Agenda Item 8: Project Updates

8a) Address Points Initiative

Mark Kotz provided an overview and update of the address points initiative progress and present status. He stressed that as it moves forward, the relationships that cities have with their counties and how addressing authority is handled will be crucial.

Knippel: Beyond the county level, it might be too much; moving to a state solution might be unwieldy

Kotz: There may be cities who will want to participate, but no hosting county. We see this as inevitably being a hodgepodge of ways to participate. There will be different ways to funnel the data into the system. Eventual goal is to have statewide aggregation. The architecture of what we're developing will be available to all government entities in the state.

Ross: So far this effort has been outstanding on the Metro level in the absence of state level work regarding address points.

Kotz: A number of our counties have also been engaged in work with their cities on address points, Randy can you tell us what is happening in Dakota County.

Knippel: In Dakota County we did create Joint Powers Agreement with the cities; the county has played a significant role in addressing, but it was determined by our lawyers that we didn't actually have the authority, however, we still maintain a role with the cities.

Some cities have significant capabilities and resources and some have none. Dakota County acts in a coordinative role, while the cities assume a lead role that the info they provide is complete; the Joint Powers Agreement clearly defined those roles and responsibilities; we made it clear that they need one person/one point of contact to shepherd the data; cities perform internal coordination of their data. We [the county] would then build a process, provide quality control, perform ID changes and then synchronize and distribute the data.

Also, ultimately we take this address database and use it to populate the site address in the tax system. Higher degree of confidence in the data; we feel we have better data, we are continuing to feed the site address into the tax database, very close to having it done.

All cities are signed on to Joint Powers Agreement; we have a balance in that we rely on the local knowledge (cities) and the technical skill of the county.

Henry: How are you placing the actual address point? Center of parcel? Entry point to the parcel? Are you able to capture a z-value?

Kotz: With addressing, there really is no easy way to assign a z-value, not appropriate for the tools we are employing.

Knippel: The cities have created their own tool, based on the ESRI model, let them know that it isn't the be all end all, actively engaged in development process, will be a pilot site of Address Point

Givens: Good job in getting the relationships developed, that can be the hardest part.

Kotz: For the Address Point editor, we are using MetroGIS's data model, which is compliant with FDGC

Swenson: Similarly, we are doing enterprise work in Hennepin County, the number one priority for our county is the address system, and we are developing a county-wide standard, based on our need for taxation. In the past decade, we have needed to manage addresses outside the tax system.
Tax system already has the relationships built; we need to support emergency services, elections, dispatch work. Our Deputy County Administrator is the chair of the committee and this covers 8 major departments at the county.

There are three 'legs' to the project: Establishing a standard in the data model, then performing an impact analysis on current users/customers of existing system (this will be followed by a full report) and making changes to the reference data, revamping the whole works (this will likely impact the centerlines as well)

Biggest challenges: we have the charters ready to be signed; met with Deputy County Administrator on concerns about shoving an agreement in the city's face about how to proceed. We need to forge the relationships in practice first before they are formalized; individuals relationships established first are key.

The City of Minneapolis is doing their own model, linking property to address, address to permit, helping to maintain their address system and understand the hierarchy of super-parcel, parcel, addresses, and building. Estimated to be an 18 month timeline for the project.

Brandt: In Washington County we have an informal process in place, no Joint Powers Agreement, but we have, reached out to the fire chiefs and building officials in each city. The establishment of the relationships are going well, before we get formal with the tools.

Kotz: One of the reasons Washington County is going well is that Dave[Brandt] got testimonials from Emergency Services personnel to leverage the interest and funding.

8b) Payment to Counties for Parcel Data Improvements

Mark Kotz provided a quick overview to the group on the visits made by him and Coordinator Maas to each county to simplify the schedule and payment process for parcel data improvements and metadata updating.

8c) Next-Generation Regional Street Centerline Maintenance Model Update
Coordinator Maas provided a brief update on the Centerline project progress; key points included the official notice of the October 24-25 dates at the MnDOT Arden Hills Facility and the preparation and dispersal deadline of the centerline resource packet (Sept 30 goal)

8d) **Registered Regional Parcel Data Users: Survey Results**
Rick Gelbmann gave a brief presentation on the results of the survey dispersed to registered users of the Regional Parcel Dataset distributed in July 2012. He included examples of how several users make use of the data for their specific business needs.

Agenda Item 9: Information Sharing Roundtable

With the meeting already running long, the group conceded that the information shared in the lightening round was sufficient for information sharing.

Agenda Item 10: Next Meeting
The Next Coordinating Committee meeting is scheduled for December 13, 2012 (*Changed to December 20, 2012 due to room availability issues*)

Agenda Item 11: Adjourn
Chair Bitner adjourned the meeting at 3:45 PM

MetroGIS Coordinating Committee Meeting Minutes
December 20, 2012 *(Draft)*
Metro Counties Government Center, 2099 University Avenue, St Paul, MN

Meeting Attendance:

MetroGIS Coordinating Committee:
David Bitner, *dbSpatial*
Dave Brandt, *Washington County, (acting Chairman)*
Bill Brown, *Hennepin County*
Jim Bunning, Scott County
Gordon Chinander, *Metropolitan Emergency Services Board*
Rick Gelbmann, *Metropolitan Council*
Francis Harvey, University of Minnesota
Brad Henry, *University of Minnesota*
Randy Knippel, Dakota County
Mark Kotz, *Metropolitan Council*
Mark Maloney, *City of Shoreview/Metro Cities*
Jeff Matson, *CURA/University of Minnesota*
Bob O'Neill, *City of Bloomington*
Chad Riley, *Carver County (for Pete Henschel)*
Nancy Read, *Metropolitan Mosquito Control Board*
Dan Ross, *MnGeo*
Ben Verbick, LOGIS
Ron Wencl, *USGS*

Guest Presenter:
Emily Resseger, *Metropolitan Council Environmental Services*

Staff:
Geoff Maas, *MetroGIS Coordinator*
Paul Peterson, *MetroGIS Project Manager*

1) Call to Order
Acting Chair Brandt: called meeting to order at 1:05 pm

2) Approve December 20, 2012 Agenda
Unanimous approval of agenda.

3) Approve Meeting Minutes from September 20, 2012
Motion: Bunning, Second: Verbick; so moved.

4) Introduction of new MetCouncil/MetroGIS Project Manager Paul Peterson
Coordinator Maas introduced Paul Peterson, the MetCouncil/MetroGIS Project Manager.
Mr. Peterson described his background and experience.

5) Summary of Recent Policy Board Activity
Coordinator Maas provided a brief on the activities and discussion from the last Policy Board meeting (October 17, 2012).

6) Lightning Round
The following represents a good faith effort to capture the points made by participants and is not intended to be a word for word transcription of their points of discussion.

Brandt (Washington County): Washington County as stood up their Amazon cloud instance; easier to make data public, reduces their need for external contractors

Henry (U of M): Working with MnDOT on new initiative that might impact us (no immediate details are currently available)

Brown (Hennepin County): Major addressing updates on Hennepin County, evolving similar to address points initiative underway by MetroGIS. Bob Moulder (Survey) is retiring, Hennepin County will be hiring a new GIS manager for the survey division, will be appoint person to work with MetroGIS. Hennepin County is also re-computing the riparian boundaries; and conducting updates to county's parcel viewer website.

Gelbmann (Metropolitan Council): Welcome to Paul Peterson, quick overview of work presently underway with Corridors of Opportunity, Transit Oriented Development analysis and related activities
Variety of data examined; how we access nonprofit data, variety of sources,

Ross (MnGeo): 90 day sprint to figure out government needs, expanded use of ArcGIS on-line and update on the Centerline initiative

Riley (Carver County): Putting out a handful of applications from Carver's collaboration with Dakota and Scott Counties but will launch independently.

Bunning (Scott County): Pass

Verbick (LOGIS): Pass

Maloney (City of Shoreview): Surface water management and ground management in the works in Shoreview, stressed exploration for the tools that are needed to help local governments; need to work together to avoid a turf grad 'turf grab' between agencies.

O'Neill (City of Bloomington): The city is continuing its integration of systems property and inspection data

Matson (CURA/U of M): early stages of planning a "hackathon" for data visualization; community coders and data producers to develop info graphics maps, mash-ups and dashboards, coinciding with USA Neighborhoods and FOSS4GIS conferences; good opportunity to expang the participant community.

Wencl (USGS): 2012 ortho-imagery for NGA, flown this spring, blocked in National Grid will be served on MnGeo's image server

Chinander (MESB): Continued work on the addressing audit, official street naming and addressing issues. Continued resolution of city/county naming discrepancies; encouraged to hear that Hennepin County is up and running with their new initiative.

Harvey (U of M): Working toward a geospatial umbrella organization to support spatial research, includes seven other colleges and other units and agencies; currently 1,000 people are connected through training activities; looking for ways to leverage resources.

Bitner (Business Geographics): FOSS4GIS hosted in Mpls in May 2013, registration will open in the first week of January 2013. Keynote speakers include Erik Dicecamp (sp?) (*Chief Technical Lead for Obama's campaign; utilized a number of open source approaches*) and Eric Gunderson, CEO of MapBox, an open source development firm.

Read (MMCB): Working on updating wetland maps and reviewing the National Wetland Inventory maps in the east and center of the Metro region.

Knippel (Dakota County): Update on the data producer workgroup, morphed into a collaborative seven metro counties plus Olmsted driven by county administrators to find cost savings includes both IT and GIS. Presently in process of finding and itemizing obstacles and things that are not treated uniformly, and reporting these back to their administration, over time the desire is for consistent authority and processes.

Some examples include:
1) Legal contract requirements differ from county to county;
2) GIS Managers don't have uniform budgeting responsibilities or mandate to directly collaborate;
3) Varying data practices and procedures; example: partnering to deal with recreation and park data may be sen as encouraging the use of parks/facilities outside of the county

Important to identify items outside of our individual purviews and make our administrations aware of them.

Knippel represented Minnesota at a West Coast summit of public safety GIS professionals (NAPSIG), National Grid for public safety; NAPSIG is well supported in the west and east coast and the tornado/ hurricane states; less so from the Midwest.

Also, recently reviewed HSIP Gold data; examination/view only at this point.

Kotz (Metropolitan Council): Address points update
Dakota County is testing a beta/demo of the application, well received by the group, interested in further testing

Henry (U of M): update on upcoming research on Google driverless cars, technical/legal/GIS aspects of this technology

Maas (MetroGIS): Thanks to the group for being responsive on calls, emails, surveys, etc.; update on external interest (outside Minnesota and the United States) on fielding question on how MetroGIS operates, is governed and funded.

Acting Chair Brandt suggested swapping the order of agenda items 7 and 8 in deference to presenter Emily Resseger's time.

7) Special Presentation

Emily Resseger, Principal Environmental Scientist with the Metropolitan Council presented *"Regional Water Resources Planning and the Usefulness of a Regional Stormwater Dataset".*

The purpose of her presentation was two-fold; to help inform the Coordinating Committee better understand the Council's role in water resource protection and analysis and to demonstrate the Council's business need for a reliable region-wide stormwater dataset; presentation is available in the Meeting Minutes link on the MetroGIS website.

A question and answer session followed Ms. Resseger's presentation with next steps identified.

These included:
Indication of need from cities who are being asked repeatedly to give out their data to a variety of agencies;
Reactivating the effort to complete the Draft Stormwater Data Standard;
Developing a second pilot study to understand the needs and challenges for a region-wide stormwater data layer;

The effort is not yet ready to be considered at a 'project' level by the MetroGIS Coordinating Committee. Coordinator Maas indicated that recent conversations with GIS staff at several metro watershed districts, county soil and water conservation districts, MPCA and MnDOT indicated there is broad agency support for the project.

8) Action Items

8a) Addition of New Members to the Coordinating Committee
Recent resignation of David Bitner from Coordinating Committee Chairmanship and Metropolitan Airports Commission seat led to the awareness of the lack of a formal process for adding new members to the Coordinating Committee. The current Operating Guidelines does not delineate a process for adding prospective candidates.

Bitner sent his application of interest for filling the open Business Geographic seat and expressed his interest in continuing his role as MetroGIS Coordinating Committee Chair.

Action:
Approval of Bitner to fill vacant Business Geographics seat on Coordinating Committee:
Motion: Knippel, Second: Henry.
Discussion: none
Unanimous approval via vote.

Coordinator Maas is tasked with drafting and offering new language for potential candidates for vacant Coordinating Committee seats for review at the next meeting; adopted language will become part of the MetroGIS Operating Procedures document.

Procedure discussed for adding new members to the Coordinating Committee:

- Ask the prospective candidate to submit a letter of interest and bio;
- Bio is circulated to the Coordinating Committee prior to the next meeting;
- Candidate is invited to following Coordinating Committee meeting to meet and field questions from sitting members of the Committee and present on how their agency/institution/jurisdiction is involved with GIS and how it can represent the interest of their sector of the GIS community.
- Committee will vote on approval of the candidate

Former members of the Coordinating Committee (who have served previously and wish to return or wish to continue their service but from another seat or representing a different sector/interest) can be nominated by motion/second and approved without a vote.

8b) Election of Officers for 2013
Bitner expressed his interest in remaining the Chair, Brandt expressed his interest in remaining the Vice Chair.

Action:
Approval of Bitner for Chair, Brandt for Vice Chair for 2013.
Motion: Knippel, second, Verbick.
Discussion: none; unanimous approval via vote.

Barring the resignation of either Bitner or Brandt, the next election of chair/vice chair positions will be held at the December 2014 Coordinating Committee Meeting.

Other issues discussed regarding membership:

Is there potential for the expansion of the MetroGIS 'coverage' area?
There is no direct barrier (legal or administrative mandate) to the participation of other counties outside the metropolitan area from MetroGIS; i.e. collar counties or bordering Wisconsin counties are welcome to participate but no formal invitation has been extended

Is there potential for the expansion MetroGIS' membership profile?
Expansion of the Coordinating Committee seats is seen as desirable once existing vacancies have been filled.
Is more city and watershed district needed if we move ahead on the stormwater project?
Representation from the utilities sector is needed.

These issues are part and parcel of the need for MetroGIS to adopt a clearer strategic direction.
Increased clarity will result from the anticipated Policy Board reformation in January 2013 and completion of the 2013 Work Plan and Budget.

9) Discussion Items and Administrative Updates

9a) Policy Board Governance Change Update:

The October 17 Policy Board meeting led to a pointed discussion of the need to reshape the Policy Board. Fewer meetings with more impact and substance are seen as most desirable to keeping the elected officials and policy makers aware and involved in MetroGIS. Key challenge is to keep them informed and engaged without diluting the impact of the message.

What role does the Policy Board play?   (Advocates on the finance and policy side for the mission of MetroGIS)
What problems should they be solving?   (Issues of policy and fiscal import)
Where are we tied to finance and tied to policy in a relevant way for them to act on?

The most popular proposal from the October 17 discussions would entail the following three key features:

>**Change from Quarterly Meetings to one Annual Meeting:**
>The Policy Board would move from its current series of quarterly meetings to a single annual meeting. This single annual meeting would include project, work plan, and budget updates as well as a technology demonstration and selection of officers.

>**Ability to assemble a Policy Board Executive Committee or fully assembly of the Board as needed.**
>The Coordinating Committee Chair and Vice Chair can call for the assembly of an executive committee of the MetroGIS Policy Board (*composed of the Policy Board Chair or Vice Chair, Coordinating Committee Chair or Vice Chair, two elected officials on the Policy Board and the Policy Board representative from the Metropolitan Council*) or a full session of the Policy Board if needed.

>**Directed Outreach to Counties and Metropolitan Council**
>The MetroGIS Coordinator in tandem with a MetroGIS representative (Coordinating Committee Chair/Vice Chair or Policy Board Chair/Vice Chair) as well as the County GIS Manager would annually jointly brief the participating County Board and the Metropolitan Council on current MetroGIS projects, actions and initiatives. Scheduling the outreach with existing GIS workshops or other planned, related activities for commissioners and elected officials is seen as most desirable to maximize the message.

The Coordinating Committee indicated that its present governance needs can be met by moving from its current system to the one described above.

The next MetroGIS Policy Board meeting is scheduled for January 23, 2013.

9b) Legal Issues Forum/Discussion
This agenda item was tabled due to time constraints of the meeting.

9c) MetroGIS Work Plan Refinement
Mark Kotz (Metropolitan Council) presented a new methodology and approach to determining which projects and initiatives are to be actively pursued by MetroGIS. The new system is based upon the value to the business needs and operations of stakeholders, availability of funding, project owner, project champion and likelihood of success.

The Coordinating Committee worked through the list of past and proposed projects identifying which projects meet the above criteria and setting priority on which projects will be approved.

Kotz, Maas and Peterson have been tasked with drafting a new MetroGIS Work Plan based upon the input of the group. Draft plan will be reviewed by MetroGIS Work Plan Workgroup; draft will be taken before the Policy Board (informational, not for approval) and presented for approval at the March 2013 Coordinating Committee meeting.

10) Project Updates

Dan Ross (MnGeo) and Geoff Maas (MetroGIS) provided a brief overview of the progress on the Centerline Initiative including the two-day session on October 24-25 and the half day technical session on Dec 17. MnDOT has signed its contract with vendor ESRI to develop tools for its forthcoming Linear Reference System.

The Centerline Steering Committee leadership team will be convening in January 2013 to identify next steps, including approving the initial data model and attributes and to determine the pilot study area.

11) Next Meeting
The next meeting of the MetroGIS Coordinating Committee is scheduled for Thursday, March 21, 2013

12) Adjourn
Acting Chair Brandt adjourned the meeting at 3:33 PM