

Meeting Notes
County Data Producer Workgroup
Wednesday, December 8, 2004
MN Counties Insurance Trust Bldg., St. Paul.

Members Present: Dave Drealan - Chair (Carver County), David Claypool (Ramsey County), John Slusarczyk (Anoka County), Randy Knippel (Dakota County), Jim Hentges (Scott County) and Jane Harper (Washington County)

Members Absent: Bill Brown (Hennepin County)

Staff Present: Randall Johnson (MetroGIS Staff Coordinator)

1. Summaries of August 31 and September 29 meetings

The August 31 and September 29, 2004 meeting summaries were sent to the workgroup members for review prior to this meeting. No questions or comments were brought forward.

2. Parcel Data Sharing Agreement Update (Government and Academic Version)

The Staff Coordinator explained that the last of the seven county board approvals was expected on December 14. He also noted that the Metropolitan Council was scheduled to take final action on December 15. He asked that those who had not submitted their signed agreements to do so, if at all possible, at the Coordinating Committee's December 15 meeting, so that final execution can be initiated immediately thereafter. *(Editor's note: All approvals were received as anticipated and signed agreements were received from all counties on or before December 15th)*

The Staff Coordinator commented that all previous parcel data licensees would be notified that they could initiate licensure under the new agreement once the agreement is fully executed. The message will inform them that the new agreement provides, for the first time, one license and a single set of access procedures for the Regional Parcel Dataset. Upon obtaining a new license, they will also be able to access the new Regional Mailing Label Application and historical versions of the Regional Parcel Dataset (also new capability approved in 2004), in addition to current quarterly versions of the dataset. Staff was encouraged to heavily publicize this announcement, given the significant effort put forth to get to this point.

3. Implementing Regional Parcel Dataset Enhancements

The Staff Coordinator noted that Mark Kotz, manager of the Regional Parcel Dataset, has been in touch with technical staff at each county relative to implementation of the enhancements to the parcel dataset approved by the Policy Board last July. The Workgroup agreed that if a county is not able to fully populate the 30 new fields, at a minimum they will create the database structure and populate it with as many of the new attributes as possible, in addition to previously supported attributes. Workgroup members who had not submitted an invoice for their \$7,000 payment for related work done in 2004 were encouraged to do so as soon as possible. *(Editor's note: An invoice from each county had been received by December 17th.)*

4. Implementing an Online Application for Parcel Data Licensure

A packet of information containing a printout of each page of the proposed online application process was handed out. It consisted of 1) a basic application by a Public Party, 2) Public Party authorization for a Third Party application, and 3) a Third Party application. Staff commented that the recently added requirement for the licensee to submit an original signature was in response to Policy Board Chair Reinhardt's direction last September to address concerns previously raised by the Hennepin County legal staff. He explained this modification would require applicants to submit a signed paper version of the certification page produced by the website before the application is considered complete.

The Staff Coordinator summarized several benefits of the currently posted version of the online application process as opposed to a paper process: 1) the user is better informed about the rules via a series of “I agree” statements, 2) manual input of licensee information into a database is eliminated, 3) a unique ID number is assigned to each application that permits easy regeneration of all licensee information at the time of application by either the licensee or the Licensor, 4) easier for the applicant if a 3rd party is involved whose authorized representative is not close to the public party’s offices – both must sign the paper license, and 5) reduces paper waste by eliminating the need to mail the entire license to the Council. Finally, staff offered to consider adding a signature box for the Licensor (Council) if the members felt it necessary to implement the proposed online procedures. The group concurred that the proposed procedures were well thought-out and acceptable, without the addition of signature from the Licensor but left the latter up to staff to decide.

It was agreed that staff would send an email to each of the members outlining the contents of a statement of approval requested from each county to authorize the Council to implement this online procedure. *(Editor’s note: After further speaking with colleagues at the Council, the Staff Coordinator emailed asked the county representatives and asked them to postpone their internal reviews until the Council had completed its legal review of requirements necessary to implement an online process that accomplishes the original goal – no submission of original signatures by anyone.)*

5. Shortcomings of the MetroGIS-Endorsed Street Centerline Solution to meet Metropolitan 911 Board Needs

Staff summarized the results of a December 2nd meeting organized by MetroGIS to investigate street centerline needs of the E911 community that are not being met by the MetroGIS’s endorsed street centerline solution for geocoding. Staff explained that outcomes of the meeting were twofold: concurrence that a regional solution would be everyone’s best interests and agreement to attempt to document a desired data content standard that fully addresses the E911 community’s street centerline data needs. The goal is to reach agreement in the next couple of months on the data content description and then begin work on how to best achieve the desired solution.

6. Update on the Regional Mailing Label Application

It was noted that as soon as the next generation Regional Parcel Dataset is released, which is expected to occur January 2005 (assumes a new Regional Parcel Data Sharing Agreement will go into effect by mid-January), MetroGIS staff will begin work to reconfigure the prototype Regional Mailing Label Application to use these data. Once the reconfiguration is complete, staff will inform parcel dataset licensees when they will be able to access the mailing label application. The goal is to have the application operational by the end of January.

7. Pictometry – Interest for Regional Collaboration

Staff commented that the Metropolitan Council does not have a business need that justifies contribution of funding for Pictometry’s products but that the Council’s GIS Department would, nevertheless, be willing to broker a contract with pictometry in an effort to gain an economy of scale for multiple county participants.

It was agreed that the concept merits further discussion with the understanding that the resulting contract would not guarantee that all counties would not need to participate and that those that did could participate on their schedules that met their respective internal needs. The concept is that a price would be set for one county with increasing discounts for all, as more counties participate. It was also agreed that the counties would manage their projects on their own once. In other words, the Council’s involvement would be limited to brokering the Umbrella Contract/Agreement.

The group also agreed that this regional procurement strategy should not be limited to pictometry, but rather it should apply to all forms of imagery and other GIS infrastructure and data needs. The Staff

Coordinator agreed to pass this conclusion along to Rick Gelbmann, the Council's GIS Manager for further consideration.

8. Private Sector Parcel Data Distribution Pilot

The group agreed to continue to defer consideration until the online license application proposal for the public sector is fully operational.

Other Business

Knippel explained that he will be pursuing approval from each county, as soon as the parcel data sharing agreement is effective, to offer view-only access to the regional parcel dataset via the Emergency Preparedness web page. He explained that he prepare and forward to each county a short description of the initiative's purpose and summary of benefits along with the example letter and resolution documents. The group was reminded that the Policy Board endorsed the underlying regional policy last July, but requires approval from each county before it can be enacted.

9. Next Meeting

No decision was made as to when the group would next meet.

10. Adjourn

The meeting adjourned at 11:00 a.m.

Submitted by,
Randall Johnson, AICP
MetroGIS Staff Coordinator