



**Wednesday, March 31, 2004**

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

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

**1:30 to 3:30 PM**

*See directory in lobby for meeting room location.*

	<u>Page</u>
<b>1. Call to Order and Introduce New Member (Ned Phillips –Rice Creek Watershed District)</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) December 17, 2003	<i>action</i> <b>1</b>
<b>4. Summary of January 28 Policy Board Meeting</b>	<b>10</b>
<b>5. Action and Discussion Items:</b>	
a) Update on the Metropolitan 911 Board's GIS Project	<b>12</b>
b) Operating Guidelines – Modifications - <i>THIRD READING</i>	<i>action</i> <b>13</b>
c) Preliminary 2005 Budget	<i>action</i> <b>16</b>
d) Enhancements to Regional Parcel Dataset – 2004 Funding Priorities	<i>action</i> <b>18</b>
e) Business Plan Update Preparations – ( <i>Fall Workshop</i> )	<i>action</i> <b>22</b>
f) GIS Demonstration for April Policy Board meeting	<i>action</i> <b>23</b>
g) DataFinder – Review Outreach Presentation	<b>25</b>
h) Performance Measures Reporting Update	<i>action</i> <b>26</b>
i) TOP Grant – Grant Writer Funding Request	<i>action</i> <b>28</b>
<b>6. Project Updates:</b>	<b>32</b>
a) Third Generation Data Sharing Agreements	
b) Priority Business Information Need Solutions	
c) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project	
d) County Data Producer Workgroup Activities	
• Regional Mailing Label Application	
• Collaborative Parcel Data Distribution Strategy - Non-Government Access	
• Investigation of Data Sharing with Utilities	
• Geospan, Pictometry, and Pioneer Press Proposals/Requests	
e) Forums Planned for Fall 2004 - TLG Street Centerline Data Users and DataFinder	
<b>7. Information Sharing:</b>	
a) Certificate of Appreciation Presentation – Retired Member Aichinger	
b) Presentations / Outreach / Studies	
c) State Geodata Initiatives Update	
d) Federal / National Geodata Initiatives Update	
e) County-based GIS User Group Activity Update	
<b>8. Next Meeting</b>	
June 30, 2004	

**9. Adjourn**

**Mission Statement**

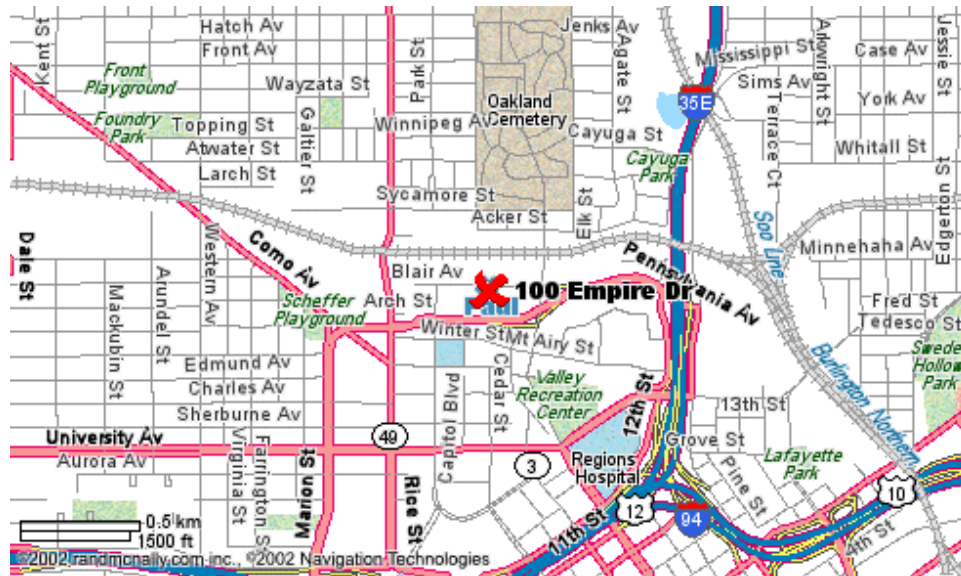
*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”*

---

---

## How to find the MCIT Building:

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



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

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

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

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

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

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Room 205**  
**December 17, 2003**

**1. CALL TO ORDER**

Chairperson Harper called the meeting to order at 1:10 PM, introduced the newest member David Bitner, with the Metropolitan Airports Commission, and asked each of the committee members to state their name and the organization they represent.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Karen Johnson (AMM: core cities - City of St. Paul); *Counties:* Gary Swenson (Anoka), Bill Brown (Hennepin); David Claypool (Ramsey), Dave Drealan (Carver), Jane Harper (Washington), Jim Hentges (Scott), and Randy Knippel (Dakota); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Metropolitan:* David Bittner (Metropolitan Airports Commission), Mark Kotz for Rick Gelbmann (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sandra Paddock (Wilder Research Center); *Schools:* Dick Carlstrom for Lee Whitcraft (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR).

Members Absent: *Business Geographics:* Steve Lehr (CB Richard Ellis), *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington), *Utilities:* Al Laumeyer (CenterPoint Energy/Minnegasco); and *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

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

**2. ACCEPT AGENDA**

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

**3. ACCEPT MEETING SUMMARY**

Craig moved and Henry seconded to approve the summary for the Committee's September 17th meeting, as submitted. Motion carried, ayes all.

**4. SUMMARY OF OCTOBER 29 POLICY BOARD MEETING**

Chairperson Harper summarized the major topics considered by the Policy Board at its October 29<sup>th</sup> meeting.

**5. ACTION AND DISCUSSION ITEMS**

**a) Election of Officers**

Chairperson Harper turned the meeting over to Vice Chairperson Drealan.

**Motion:** Craig moved and Claypool seconded to nominate Harper to serve as chairperson for the coming year. Johnson moved and Brown seconded to cease nominations and elect Harper by white ballot. Motion carried ayes all.

Vice Chairman Drealan turned the meeting back to Chairperson-elect Harper to preside over the election of a vice chairperson for 2004. Claypool moved and Henry seconded to nominate Dave Drealan. Nominations were closed.

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

**b) Operating Guideline Modifications – Second Reading**

Chairperson Harper commented that the proposed changes in the guidelines were essentially to reflect the maturing of MetroGIS, noting that the current operating guidelines are same the as originally adopted in 1997.

Craig suggested three modifications for the Committee’s consideration:

- Add a section that provides procedures to remove members from the Committee who are not participating in the Committee’s affairs.
- Clarify expectations for members who represent broad communities as opposed to single organizations.
- Clarify the title for Article IV.

It was agreed to postpone Committee action to the March meeting to give staff and the Chairperson an opportunity to propose specific language changes to address each of the matters raised by Member Craig.

It was agreed that the proposed Member Removal provision should call for Committee action to consider removal of a member after three consecutive missed meetings and failure of a qualified alternate to attend on their behalf. The concept of unresponsiveness (no advance warning) was also noted as considerations. The group also asked staff to offer language to stipulate that there is an expectation concerning members who represent broad communities, as opposed to single organizations, that they should make an attempt to communicate with that community and bring the community’s ideas and concerns to MetroGIS’s deliberations.

The following members volunteered to serve as liaisons for the following MetroGIS workgroups:

- Highway and Roadway Networks: Joella Givens, MnDOT
- Hydrology: Robert Maki, DNR
- Addresses (Sandra Paddock, Wilder Research – volunteered following the meeting)

**c) 2003 Accomplishments and Annual Report**

Staff Coordinator Johnson summarized the major accomplishments as outlined in the agenda materials. Craig suggested that MetroGIS should list, as one of its accomplishments, the fostering of the Parcel Data Status Survey completed summer 2003 by a workgroup (chaired by Craig) of the Governor’s Council on Geographic Information. Craig noted that this survey was, in large part, influenced by MetroGIS’s interest in establishing data sharing, in particular parcel data, with the counties that surround the seven-county Metro Area. Craig noted that through this survey, information has been documented on who to contact, as well as, detailed information on each county’s GIS efforts related to parcel data. Craig also asked that the website address for the final report (<http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf>) be included in MetroGIS’s reference to the study.

The report was accepted with no other comments offered.

**d) 2004 Budget and Major Program Objectives**

Staff Coordinator Johnson summarized the proposed 2004 MetroGIS budget, noting that no changes had been made to the preliminary version shared with the Committee, at its September meeting, other than the text associated with the proposed Data Sharing Agreement to capture expectations defined by the Policy Board at its October 29<sup>th</sup> meeting. Johnson noted that that afternoon (Dec. 17) the Metropolitan Council was expected to approve its 2004 budget and that MetroGIS’s requested funding is a line item in the Council’s budget.

No comments were offered other than Givens suggested that a column should be added to the left side of the spreadsheet to make the Section numbers easier to read. Staff noted this will be done before the document is forwarded to the Policy Board for approval in January.

**Motion:**

Paddock moved and Arbeit seconded to recommend that the Policy Board approve the 2004 MetroGIS budget as presented in the document dated December 8, 2003, subject to the Metropolitan Council adopting a budget that supports the portion of the expenses allocated to the Council. Motion carried, ayes all.

**e) 2004 MetroGIS Work Plan**

Staff Coordinator Johnson summarized the proposed major focuses for 2004, calling specific attention to the proposed creation of an Address Workgroup, noting that its impetus arose from a common need of several standing workgroups and current initiatives of the Metro 911 Board and the Ramsey County GIS Users Group to develop an effective means to capture and maintain address data at the suite/unit level. A document prepared by staff (Attachment A), which assembled information about each of the known overlapping interests was shared with the Committee for its information. Comments from the Committee members were as follows:

Address Workgroup

Claypool commented that he has shared the Ramsey County GIS Users Group's concept of a county-wide, enterprise address database on at least three occasions with the FGDC Cadastral workgroup of which he is a member and he encouraged MetroGIS's initiative to align, to the maximum extent practical, with national standards/guidelines where they exist. He also noted that this initiative will be a opportunity for MetroGIS to provide leadership with significance beyond the seven county Metro Area.

Arbeit concurred with Claypool and further noted that a national URISA Committee has been working in this area for some time, in particular, with protocol for dealing with suite/unit addresses that have a many-to-one relationship with parcels, as well as other forms of addresses in addition to the customary parcel (situs) address.

Henry commented that the topic of addresses was particularly difficult in Minneapolis's GIS experience because addressing needs are very different from the variety of perspectives involved - assessor, planner, etc. He cautioned that the first task should to reach agreement on the definition of the terms.

Chairperson Harper encouraged members of the Committee interested in serving on this new Workgroup to contact staff. (Following the meeting, Member Paddock offered to serve as the Committee liaison to this workgroup, given the overlap with the work if Socioeconomic Phase II workgroup, which she is currently a member.)

Socioeconomic – Phase II Workgroup

Craig noted that the language in the draft is no longer accurate and that he would appreciate an opportunity to modify it to align with the Phase II recommendation that will be considered by the Committee later in the agenda. The Committee concurred to allow Craig to modify this language consistent with the motion for Agenda Item 5f.

**Motion:** Craig moved and Claypool seconded to approve the 2004 detailed Work Plan, dated December 3, 2002, subject to modifications to be provided by Craig for the Socioeconomic Phase II Workgroup. Motion carried, ayes all.

Proposed Committee Retreat

The Staff Coordinator suggested that the Committee consider scheduling a retreat for fall 2004 and meet as a group to discuss possible philosophical changes to address priority information needs that have not been able to be addressed with the "regional dataset" philosophy that has underpinned MetroGIS since its inception. Following a comment from Chairperson Harper that a retreat would be beneficial prior to initiating the 2005 Business Plan Update project, the membership concurred that a retreat should be pursued but that topics should be not be limited to the "regional dataset" philosophy.

It was agreed that the concept of a retreat should be a discussion item on each Committee agenda until it is held to refine the agenda. As an adjunct to the “regional dataset” philosophy topic noted by staff, Member Read suggested discussing the concept of multiple organizations sharing update/maintenance responsibilities for a particular dataset (e.g., separate custodians for the spatial data versus attributes). *(Editor’s note: During discussion of Item 5g, Member Knippel suggested that the Performance Measures should be expanded to include a measure that quantifies the benefits realized relative to the cost to attain these benefits. It was agreed this topic should be a topic of discussion for the proposed retreat.)*

#### Concept of Adding Utilities as a Priority Information Need

The Staff Coordinator summarized this proposal and its genesis having been the GASB34 presentation made to the Policy Board on October 29<sup>th</sup>. Vice Chairman Drealan commented that the County Data Producers Workgroup recently initiated a pilot with three utility companies to determine if they have an interest in sharing their infrastructure data with local government in return for access to parcel data. Drealan also noted that since MetroGIS’s 2004 work plan is already very ambitious, the current pilot should be permitted to run its course and be used to define issues and opportunities before initiating any further activity in this area. The Committee concurred.

#### **f) Phase I Socioeconomic Report and Recommendations**

Member Craig, Chair of the Phase I Socioeconomic Workgroup, summarized:

- the process and participants involved to arrive at the Workgroup’s recommendations,
- general criteria discovered for data necessary to meet the MetroGIS community’s priority socioeconomic information needs (sub-city level, updated at least annually, and a time series of at least 10 years),
- existing data sources identified to align with desired data characteristics, and
- a prototype website developed by MetroGIS support staff to aid the user search by data theme or data source and quickly locate existing data that satisfy priority information needs.

Craig also explained a proposal to pursue enhancement of three existing data sources to enable them to satisfy desired data characteristics and objectives for the proposed Phase II workgroup. The Phase II workgroup is proposed to address a need, by primarily local government, for small area analysis that can not be accommodated by existing traditional sources of socioeconomic data.

Maki asked how many much of the data can be served today from web sites in the form needed by the user. Craig estimated about 50 percent of the currently identified “best known” data sources can be downloaded, noting that the proposed resources webpage is intended to simply access to these sites as well as direct the user to contacts for commonly needed data that it is not currently available online.

Arbeit commended the workgroup for defining a one-stop Internet protocol to aid users track down the wide variety of data needed to address priority socioeconomic information needs and for its work to actually identify “best known” sources for each priority need. In response to Maki’s question, he also noted that the Workgroup’s efforts are a necessary first step to move toward a solution where the user is readily able to integrate these data into commonly used GIS applications.

**Motion:** Craig moved and Givens seconded that the Committee:

- a) Recommend that the Policy Board approve, as a Phase I regional solution, the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and direct identification of a custodian / process / method to ensure the currency of the information presented on this site is maintained.
- b) Recommend that the Policy Board:
  - Endorse pursuing modifications to existing datasets related to *County social service records, First Call for Help, and county birth and death records* to enhance their usability and better address priority socioeconomic information needs, and

- Direct the Coordinating Committee to pursue negotiations with the respective data producers to achieve these enhancements.
- c) Authorize the Phase I workgroup to reconvene, at a time it determines appropriate during 2004, to evaluate desired enhancements to the web-based resources identified in Item A and monitor funding progress for the federal ACS and LED programs, as well as, a bring forth recommendation for action as appropriate.
- d) Create a Phase II workgroup and delegate to it the two principal objectives stated in the general findings, listed in this report.

Motion carried ayes, all.

Following the motion, Craig asked for volunteers to assist with documenting the benefits that would accrue to local government with regard to reducing effort currently needed to interact with the Census Bureau to produce the decennial census, if the American Community Survey (ACS) were to be enacted. The purpose of this documentation is to support a pending recommendation to the Policy Board to adopt a resolution in support of Congressional funding for the ACS. Craig also requested feedback as to the envisioned benefits of policy-driven analysis of the census data on an as-needed basis, as opposed to gearing up for the traditional intensive 2-3 year analysis, with no particular policy need in mind, following completion of the decennial census. No comments were made.

#### **g) Annual Performance Measures Report and Recommendations**

Kathie Doty, member of the staff support team with Richardson, Richter & Associates Inc., summarized the 2003 MetroGIS Performance Measures Report. Following her presentation, Doty asked the members to comment on staff's conclusions about what the findings mean.

Maki noted that based upon his experience with DNR's Data Deli, download activity will eventually plateau. This is likely because the regular customers see the Deli as a stable source of data that can be accessed when they need the data. What drives increased activity are a) expanding the number of data offerings, b) the breadth of need for the new offerings, and c) the breadth of users. Arbeit concurred, noting that the number of downloads from LMIC's Geospatial Data Clearinghouse were consistently around 650/ per month until they made 2003 orthoimagery available from this site. The availability of the imagery resulted in a more than doubling in the download activity. Arbeit expects this activity to eventually drift back closer to the amount of activity realized prior to making the imagery available; noting that only time will tell. Maki also encouraged MetroGIS to also consider tracking the amount of bundled downloads (multiple datasets downloaded in one session).

Knippel requested more details on the Quova report findings that listed Dakota County among the top 20 entities downloading data, accounting for over 36 downloads last year. He was intrigued by this amount of activity and was not sure who within the county may be involved. Staff agreed to send the raw numbers to Knippel.

Doty asked the Committee to comment on the recommendation that MetroGIS continue to invite more organizations to utilize DataFinder to advertise data holding through posting of metadata, as well as, to use the tool to distribute data. The Committee concurred that this is an appropriate use of staff time. The group also concurred that a note should be added to the DataFinder site encouraging stakeholders to offer metadata postings.

In response to a question raised about the usefulness of incomplete metadata, the group concluded that it is more important to the post the metadata and make the community aware of its existence than to require complete metadata. Arbeit commented that LMIC has received a Metadata Training Grant and they would be happy to coordinate training with related MetroGIS efforts.

Member Knippel suggested that the Performance Measures should be expanded to include a measure that quantifies the benefits realized relative to the cost to attain the cited outcomes, noting the current report only addresses one side of the equation and that an attempt should be made to measure value (time/resources invested to achieve the outcome). Doty commented that the reason for proposing amendment of Measures 6 and 7 at the September Committee meeting was because staff had been unsuccessful in attempts to quantitatively document costs to the producers, a component of Knippel's proposed value measure, and that such a measure in a highly collaborative initiative, such as MetroGIS, is extremely difficult to measure. The Committee agreed that this topic should be noted in the cover memo to the Policy Board and directed staff to include in the list of topics for discussion at the fall 2004 retreat.

Craig requested that the reference to measure numbers on Page 4 be modified to state the description of the measure as opposed to just listing the number. Doty agreed to make this change. Craig also suggested that a performance measure should be added to track use of pending geospatial applications (e.g. regional mailing label). No action was taken at this meeting but the item was referred to the pending Business Plan Update to determine the context for this measure. Finally, staff was asked to place the measures in the correct order prior to sharing the report with the Policy Board.

**Motion:**

Maki moved and Arbeit seconded accept the 2003 Performance Measure Report and accompanying cover memo, subject to the modifications agreed upon at this meeting, and forward them to the Policy board for consideration. Motion carried ayes all.

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

Chairperson Harper commented that she believed the Scott County presentation, as suggested by staff, would be a good topic for the Board at this time. Henry suggested John Carpenter's presentation on the usefulness of small area analysis and mapping that can be achieved with his iBlock<sup>tm</sup> methodology. Staff commented that if the iBlock<sup>tm</sup> concept is demonstrated it should be part of a recommendation from the Committee to give the presentation meaning relative to regional best practices and policy for the MetroGIS community.

**Motion:**

Craig moved and Givens seconded to invite Scott County to present its enterprise GIS story as the GIS Technology Demonstration topic for the January 28<sup>th</sup> Policy Board meeting. Motion carried, ayes all.

**i) 2003 Coordinating Committee Meeting Schedule**

Craig moved and Charboneau seconded to approve the Committee schedule as proposed in the agenda materials: March 31, June 30, September 29 and December 15th, beginning at 1:30 p.m. at the Minnesota Counties Insurance Trust Building.

Motion carried, ayes all.

**j) PolicyLink Forum and Recommendations**

Craig summarized the information presented in the agenda materials, noting that the Non-profit/ Neighborhood Group Community is not asking MetroGIS and its stakeholders (as result of the PolicyLink Report) for anything that is not currently in MetroGIS's work plan. He also commented that the community would be appreciative of MetroGIS supporting their needs, as defined in the PolicyLink report.

The Committee concluded that it would okay for staff to share with the Minneapolis Foundation the actions listed in the agenda materials, as being appropriate for MetroGIS but concurred that this request should not be forwarded to the Policy Board until the specifics of some of the recommendations that will come from fostering the proposed dialogue are more clear, in particular, those that involve access to parcel data.

**Motion:**

Craig moved and Givens seconded to authorize staff to share with the Minneapolis Foundation the actions listed in the agenda materials, as being appropriate for MetroGIS and note that Policy Board consideration would be best sought when specifics of policy recommendations are available. Motion carried, ayes all.

**6. PROJECT UPDATES**

**a) Next Generation Data Sharing Agreements**

Vice Chairman Drealan, Chairperson of the County Data Producers Workgroup, commented that the next-generation agreements are in various stages of review at each county and that they will not all be in place by the end of the year. Committee members were informed that the Regional Parcel Dataset cannot be accessed from DataFinder after the first of the year until these agreements are in place, and that the Council's custodian tasks to assemble a quarterly update also can not be supported until the new agreement is in place. Those who may need parcel data early in 2004 were encouraged to download it before December 31. Once in their possession they can continue to use it until the next agreement is in place. *(Editor's note: At a meeting the following day with Policy Board Chairperson Reinhardt, Chairperson Harper agreed to draft a message to each county asking for permission to continue to distribute the regional parcel dataset in the interim prior to enactment of the next generation agreement. All seven counties agreed to this interim measure and distribution was not interrupted.)*

There was no discussion of the items presented in the agenda materials due to lack of time.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials due to lack of time.

**8. NEXT SCHEDULED MEETING**

March 31, 2004

**9. ADJOURN**

Brown moved and Charboneau seconded to adjourn at 3:35 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson *and* Steve Fester  
MetroGIS Support Staff Team

## ATTACHMENT A

### DRAFT FOR DISCUSSION

#### PROPOSED ADDRESS WORKGROUP PURPOSE STATEMENT & ORGANIZATIONAL STRATEGY

##### **Purpose**

Propose a best practice (regional) solution that provides for consistent capture and maintenance of address data, across the seven-county Metro Area, and is consistent with all related priority information needs of the MetroGIS community.

##### **Preliminary Situation Evaluation – What We Think We Know About the Business Needs**

- A countywide enterprise database serving all key local government address producer and custodian interests within each of the seven counties.
- Primary producers of address data (building officials, etc) would enter new address information into the enterprise database when assigned - avoiding the need to reenter data by others (e.g. county tax assessor).
- A standardized data entry form that would automatically post data, in the correct format, to the enterprise database. Every primary producer would have “write” access to add records to the database.
- Addresses assigned to properties that have been preliminary platted but have not yet been final platted would be captured as “pending property”. (This is a need for utilities, emergency management, and possibility others.)
- An automated means to notify primary producers of anomalies in address data for investigation. Only the primary producer would have “write access” to modify the data.

##### **Leverage Multiple Related Initiatives/Business Needs – Projects to Keep Tabs On**

Investigate opportunities to leverage and coordinate among the following efforts:

- 1) The Ramsey County GIS User Group’s work to implement a county-wide, enterprise database to coordinate capture of address data when initially created by local units of government and provide a means for all producers to detect and correct errors in address records.
- 2) The Metro 911 Board’s GIS initiative with its PSAP (Public Safety Answering Points) affiliates. Up-to-date address data is needed for individual address units (residential and non-residential) that are components of multiple unit structures located on single tax parcels (tax assessor records are not adequate).
- 3) The MetroGIS Phase II Socioeconomic Workgroup’s efforts to improve mapping resolution of a wide range of socioeconomic characteristics by assigning them to “address unit” level records, as opposed to census geography.
- 4) The MetroGIS Parcel Workgroup’s desired improvements to the address components (owner, taxpayer, and resident) of the regional parcel dataset. (tax assessor records may not adequate in all cases).

##### **Assumptions**

There are at least three different types of addresses: official parcel property addresses, property and dwelling unit mailing addresses, and delivery addresses. Sometimes these are the same, but they are often different. Achieving full data integration will require a complete and accurate mailing address list and a crosswalk from mailing addresses to parcel and delivery addresses. It makes sense for City and County officials to maintain the parcel addresses. There may be a need for another resource to make sure that mailing addresses and the crosswalks are complete and accurate.

##### **Participants:**

**Leaders/Liaisons from the following groups/initiatives should be actively involved:**

- 1) Ramsey County GIS Users Group – Address Committee
- 2) Metro 911 Board technical lead for GIS initiative with PSAPs
- 3) PSAP – large community and rural perspectives
- 4) City building official/city clerk – assignors of addresses via building permit processes
- 5) County assignors of addresses via septic system/other permit processes
- 6) County Tax Assessor – 2-3 counties with varying business models
- 7) MetroGIS Phase II Socioeconomic Workgroup
- 8) MetroGIS Existing Land Use Workgroup
- 9) MetroGIS Parcel Enhancement Workgroup
- 10) MetroGIS Emergency Management Workgroup
- 11) ??

**Time Frame**

Organize the workgroup in January 2004. If possible, submit a recommendation to Coordinating Committee by Dec 2004.

**Lead Staff**

MetroGIS Regional Parcel Dataset Technical Coordinator –Mark Kotz  
MetroGIS Staff Coordinator - Randall Johnson  
Other??

**Next Steps – First Steps**

- 1) Corroborate business needs
- 2) Identify possibilities and evaluation options to achieve business needs



**TO:** Coordinating Committee

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

**SUBJECT:** Summary of January 2004 Policy Board Meeting

**DATE:** March 11, 2004  
(For the Mar 31<sup>st</sup> Meeting)

The following major topics were considered/acted on by the Policy Board on January 28<sup>th</sup>. Refer to the meeting minutes ([http://www.metrogis.org/teams/pb/meetings/012804/04\\_0128m.pdf](http://www.metrogis.org/teams/pb/meetings/012804/04_0128m.pdf)) for the discussion points.

### **GIS Technology Demonstration**

Pat Boeckman, Scott County Recorder, and Dan Pfeffer, Scott County GIS Manager, explained how Scott County has used GIS technology to improve efficiencies of its internal processes related to how the Recorder, Assessor and Surveyor offices manage maintenance and distribution of data, and how GIS has improved service to its customers. A copy of the presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/012804/index.shtml>.

### **2003 Performance Measurement Report**

The Board acknowledged the importance of the baseline information contained in this report ([http://www.metrogis.org/benefits/perf\\_measure/1203\\_perfmeas\\_rept.pdf](http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf)) as critical to effectively monitoring trends important to MetroGIS's success. The Chair acknowledged that although some of these measures are not easy to calculate, they are nevertheless important to understanding dynamics needed to effectively achieve desired outcomes.

The following actions were approved:

- a) Continue outreach activities to increase awareness and understanding of tools and processes available through MetroGIS; in particular, the availability of DataFinder as a “one-stop” tool for producers to advertise and disseminate geospatial data.
- b) Continue to investigate ways to measure efficiencies gained by data producers from MetroGIS tools and processes.
- c) Continue to work with GIS stakeholders to assess the net benefit of the MetroGIS approach to coordination and collaboration.

### **2004 MetroGIS Budget**

The 2004 MetroGIS budget allocations, as recommended by the Committee, were unanimously approved.

### **2004 Major Program Objectives**

The Major 2004 MetroGIS Program Objectives, as recommended by the Committee, were approved.

### **Socioeconomic Information Need Regional Solution - Phase I**

The Phase I recommendations were summarized with specific note to testing of the prototype web-based resources page ([http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)) and a proposal to work with the producers of three datasets – county birth and death records, United Way's First Call For Help, and county social services records – to determine the feasibility of implementing a few one-time data reporting changes that could markedly improve the data's usability to address cited priority information needs.

Discussion of the recommendation evolved into a request for clarification about the connection between MetroGIS and socioeconomic data and in a wide-ranging discussion about:

- How MetroGIS initially established the common information needs of the broad MetroGIS community;
- The role of summary geography to map and analyze socioeconomic data in conjunction with other geospatial data, such as parcels and jurisdictional boundaries;
- MetroGIS's workgroup staffing model that leverages the talents of motivated people within organizations that have a business need to address initiatives launched by MetroGIS to address recognized common priority needs;
- How priorities are set for allocating MetroGIS's available resources, and
- The Staff Coordinator's role as principally a project manager relative to support of workgroup activities as opposed to a content lead.

This discussion concluded when Member Schneider commented that the traditional priority setting process works when staffing is clearly defined. MetroGIS, by necessity, uses a different model because of the need to facilitate a coordinated approach, which he supports. He also commented that the process is not linear as it might be in a more traditional setting, in that, as protocols are worked out by one workgroup, benefits are often realized in other areas.

Subsequently, the Board unanimously approved the following actions:

- a) Authorize, as a Phase I regional solution, implementing the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and direct identification of a custodian and responsibilities to ensure the currency of the information presented on this site.
- b) Pursue modifications to existing datasets related to *County social service records, First Call for Help, and county birth and death records* to enhance their usability and better address priority common socioeconomic information needs identified by the MetroGIS community, and,
- b) Direct the Coordinating Committee to pursue negotiations with the respective producers of the three named existing datasets to achieve the desired enhancements.



**TO:** Coordinating Committee

**FROM:** Nancy Pollock, Metropolitan 911 Board Director  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Update on the Metropolitan 911 Board's GIS Project

**DATE:** March 11, 2004  
(For the March 31<sup>st</sup> Meeting)

### INTRODUCTION

On March 10<sup>th</sup>, the Metropolitan 911 Board authorized an exciting and ambitious project to integrate, in a coordinated manner, GIS technology into the day-to-day operations of the 27 Public Safety Answering Points (PSAPs) that serve the seven-county, Twin Cities Metropolitan Area. This project is necessary to effectively dispatch emergency services where wireless communications devices are involved.

Nancy Pollock, Executive Director for the Metropolitan 911 Board, and Pete Eggimann, the Board's Technical Operations Director, have accepted an invitation to update the Committee on this exciting project and the role that they would like MetroGIS to play.

### PROJECT OVERVIEW

The key components of the Board's project are as follows (*a detailed report is available as a separate document*):

1. Create an E911 GIS Coordinator position within the Metropolitan 911 Board.
2. Work with MetroGIS, local / state government, and private GIS data providers to:
  - a. Establish E911 GIS dataset standards.
  - b. Leverage GIS work that is already being done and avoid duplication of effort whenever possible.
  - c. Establish an E911 dataset error correction process.
  - d. Establish a standard E911 dataset update procedure and schedule.
3. Create a PSAP map display functionality standard.
4. Assist PSAPs in acquiring map display software / hardware that can utilize the standardized E911 GIS datasets.
5. Establish a GIS liaison structure at the PSAP level, similar to the current MSAG Coordinator responsibilities.
6. Establish a standard method of E911 dataset error reporting for the PSAPs.

The immediate next steps involve hiring the E911 GIS Coordinator and providing the PSAPs with E911 GIS datasets that can be used to locate all types of 911 callers, regardless of the technology used to make the call. This involves the creation of new GIS datasets that match the traditional regional Master Street Address Guide (MSAG) and E911 location database maintained by the telephone companies.

### IMPACT

When these tasks have been successfully implemented, all of the metropolitan area PSAPs will be able to accurately locate 911 callers, incident locations, and emergency responders (when properly equipped). The PSAPs will have this ability even when the location in question is outside of their immediate jurisdictional boundary. This ability will allow for faster, more accurate emergency responses than are currently possible, making better use of the limited public safety resources and the associated tax dollars. This ability will make multi-jurisdictional incidents easier to identify and manage. Regional coordination and maintenance of the E911 datasets will be significantly less expensive than if each individual PSAP jurisdiction maintained the same level of detail and accuracy on their own.

### METROGIS'S ROLE

Metropolitan 911 Board staff were instrumental in shaping a policy that allows the Board to leverage the collaborative achievements that MetroGIS has made in meeting common information needs with regional data solutions, and supporting a forum for knowledge sharing and networking among interests critical to the success of the Board's GIS initiative. MetroGIS staff assisted Board staff with its Request for Information and participated on the Board's workgroup that formulated the referenced strategy. Board staff will be participating on MetroGIS's Address Workgroup, whose work has substantial implications for both the Board and MetroGIS.

### RECOMMENDATION

Provide feedback as to any desired additions to this presentation for the April 28<sup>th</sup> Policy Board meeting.



**TO:** Coordinating Committee

**FROM:** Jane Harper – Chairperson, Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Modifications to MetroGIS’s Operating Guidelines - **THIRD READING**

**DATE:** February 11, 2004  
(For the March 31<sup>st</sup> Meeting)

## INTRODUCTION

Proposed modifications to MetroGIS’s Operating Guidelines are hereby submitted for third reading and recommendation for approval by the Policy Board. The proposed modifications are illustrated in a separate document dated February 11, 2004 that was distributed to the Committee on March 15<sup>th</sup> to comply with the 15-day notice rule.

The current Guidelines were adopted in 1998 and have not been modified since that time.

## PAST COMMITTEE CONSIDERATION

1. September 17, 2003: The Committee gave first reading to several proposed modifications to MetroGIS’s Operating Guidelines. The only suggested change was to include a statement(s) encouraging both Policy Board and Committee members to seek appointment of an alternate to participate in their absence. The matter of actually appointing a Committee liaison to workgroups that currently do not have a liaison to the Committee was postponed until following second reading.
2. December 17, 2003: In addition to the changes endorsed by the Committee at its September meeting, it was agreed that the following three additional changes should be incorporated into the guidelines but that action should be postponed on a recommendation to the Policy Board until the March meeting to give the Chairperson and staff an opportunity to propose specific language to address the requested “member removal” section:
  - Add a section that provides procedures to remove members from the Committee who are not participating in the Committee’s affairs.
  - Clarify expectations for members who represent broad communities, as opposed to single organizations.
  - Clarify the title for Article IV.

Changes accepted by the Committee at the December 17<sup>th</sup> meeting were as follows:

- Update the context from a proposed regional data sharing mechanism to one that is operational.
- Remove reference to the Policy Advisory Team that was dissolved in July 2001.
- Acknowledge the widespread use of ad-hoc or special purpose workgroups, in addition to the Technical Advisory Team, as the principal means to identify components of solutions to common geospatial data needs.
- Recognize that the Technical Advisory Team has slowly evolved into a mechanism for sharing knowledge, with less involvement in defining strategies to address issues and opportunities, tasks which currently are nearly exclusively accomplished by ad-hoc or special purpose workgroups.
- Assign a liaison from the Coordinating Committee to serve on each ad hoc workgroup where not currently assigned, in addition to serving on the standing Technical Advisory Team. Several special workgroups (Addresses, Highway and Road Networks, Hydrology, and Socioeconomic-Phase II) did have Committee liaisons (see attachment).
- Add to the list of Policy Board responsibilities, ensuring an up-to-date business plan.
- Clarify the responsibilities of the Coordinating Committee Chair.

## **DISCUSSION**

The Operating Guidelines modifications illustrated in the attached document, dated February 11, 2004, address each of the changes previously directed by the Committee.

Staff asked Chairperson Reinhardt about applying the proposed “member removal” provision to the Policy Board and she raised a concern about the provision in general, that is that it may result in more harm than good, given the collaborative and voluntary nature of MetroGIS. Staff agreed to communicate her concern to the Committee.

A compromise is offered that would achieve the same result, in a less confrontational manner. Instead of formally establishing the proposed rules, endorse them as general expectations and direct staff and the Chair to speak with members when an attendance concern arises to resolve the matter behind the scenes.

## **RECOMMENDATION**

That the Coordinating Committee:

- 1) Approve the proposed modifications to MetroGIS’s Operating Guidelines, as illustrated in the attached document, dated February 11, 2004, with the exception of Section III (10) -Member Removal, and forward them to the Policy Board for approval.
- 2) Accept the Section III (10) provisions as general expectations as opposed to formalized rules and direct staff and the Chair to speak with members when an attendance concern arises to resolve the matter behind the scenes.

**REFERENCE SECTION**  
**Last Updated – January 2004**

<b>Ad-hoc/Special Purpose Workgroups</b>	<b>Coordinating Committee Liaison</b>
Addresses	Nancy Read, Metro Mosquito Control District
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	Randy Knippel and Rick Gelbmann
Existing Land Use	David Arbeit
Highway and Road Networks	Joella Givens
Lakes and Wetlands	Robert Maki
Parcel Enhancements	Gary Swenson
Socioeconomic – Phase I (nearly complete 12/03)	Will Craig and Sandra Paddock
Socioeconomic – Phase II	Sandra Paddock – (Will Craig?)
School District Jurisdictional Boundaries (2004?)	Jane Harper, David Arbeit
Watershed District Jurisdictional Boundaries (2004?)	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann (others?)



Cooperation, Coordination, Sharing Geographic Data

**TO:** Coordinating Committee

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

**SUBJECT:** 2005 Preliminary MetroGIS Budget

**DATE:** February 20, 2004  
(For the Mar 31<sup>st</sup> Meeting)

### **INTRODUCTION**

A preliminary 2005 budget for MetroGIS is presented in Attachment A for the Committee's review and comment. Continuation of the current level of staff support (3 FTEs) is assumed. No increase is proposed in the \$86,000 in non-staff funding approved for 2004.

It is difficult to estimate MetroGIS's 2005 budget needs prior to solidification of key 2004 projects, however, staff's best guess needs to be submitted to the Metropolitan Council's management no later than May. At that time, Council management will begin working on the Council's 2005 budget proposal.

### **LEVEL OF SUPPORT – SAME AS 2004**

MetroGIS's core functions in 2005 are assumed to remain the same as for 2004 (see Attachment B):

1. Facilitate regional solutions (data, applications, & best management practices) to common information needs.
2. Maintain DataFinder.
3. Maintain a forum for sharing knowledge & fostering collaboration/partnering opportunities in the area of GIS.

Major changes from the 2004 budget line items include:

- 1) An increase of \$21,000 to a total of \$22,000 for currently undesignated projects to address common information needs. These funds were allocated to the counties in 2004 for improvements to the regional parcel dataset.
- 2) An increase of \$7,000 to a total of \$26,500 for outsourced professional services – performance measures analysis and reporting, participant satisfaction monitoring, strategic planning, outreach/communications.
- 3) A reduction of \$4,500 to a total of \$8,000 to support ongoing maintenance and improvements to DataFinder.
- 4) A reduction of \$1,500 to a total of \$500 to facilitate regionwide users groups/forums.

### **MAJOR ASSUMPTIONS**

1. The Metropolitan Council will approve project funding adequate to support MetroGIS's core functions.
2. Any substantive changes in policy that involve additional resources agreed upon as part of the Business Plan Update would need to be addressed in future budget proposals and/or through partnerships.
3. An agreement will be in place with each of the seven counties to maintain access, without fee, by government and academic interests to parcel data.
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. A partnership with LMIC will be in place to share the expenses associated with supporting DataFinder. If not, funds allocated for improvements in functionality would be kept in reserve in the event assistance is required to fix any problems that may arise.

Other pertinent information that guided this proposal, together with these assumptions, are presented in the Reference Section.

### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Review and comment on the functions/services proposed for 2005 (Attachment B).
- 2) Review and comment on the proposed preliminary budget allocations for 2005 (Attachment A).
- 3) Direct staff to forward the preliminary budget documents identified in Recommendations 1 & 2 to the Policy Board for its review and comment.

## REFERENCE SECTION

Assumptions and background information to support the preliminary 2005 budget proposal are as follows:

### 1. Regional Data Solutions:

- Implementation of regional data solutions for the Highway and Road Networks, Existing Land Use, Lakes and Wetlands, Watershed and School District Jurisdictional Boundaries, Emergency Preparedness, and Phase I-Socioeconomic Information Needs should be completed in 2004 and, if not, that these solutions are expected to require staff resources, as opposed to out-of-pocket expenses, to complete.
- Any funding that might be needed to implement enhancements to the Regional Parcel Dataset, as proposed in spring 2004, will be financed via the 2004-2008 GIS Data Sharing Agreement with the counties.
- A peer review forum is planned for fall 2004 to identify desired enhancements to the TLG Street Centerline dataset. If any of these enhancements are deemed to be priorities for the MetroGIS community but are outside of the TLG's internal business need and/or their available resources, funding as a regional GIS project in 2005 would be an option (see item 6 below).

### 2. DataFinder:

- A partnership is expected to be in place with LMIC in 2004 to share the costs of implementing several enhancements to DataFinder and sharing it support.
- \$5,000 is proposed for enhancements to DataFinder. If a partnership with LMIC is not in place, these funds would be held in reserve to pay for known and unexpected maintenance expenses.
- A forum is planned for fall 2004 to encourage increased use of DataFinder by users and producers. Identification of any desired enhancements will not be a purpose of this forum, as the enhancements obtained through the partnership with LMIC likely will have just been implemented.

### 3. Forum for Sharing Knowledge and Promoting Use of Best Practices:

- Maintain the same level of support as planned for 2004.

### 4. Business Planning and Performance Monitoring

MetroGIS's Business Plan is proposed to be updated in 2005. The Coordinating Committee retreat scheduled for fall 2004 will serve as the official beginning of the effort. A Business Plan Update is needed to guide MetroGIS's efforts as it transitions from mostly building regional solutions to mostly managing policies and programs that it has promoted. The professional services contract in place with Richardson, Richter and Associates, Inc. (RRA) assumes \$5,000 additional funding in 2005 than in 2004 to compensate for this proposed additional effort.

### 5. Regional GIS Projects – Priority Data Quality and Access Enhancements:

- General: Item I-2(a) in the adopted MetroGIS budget provides \$50,000 in 2004 to foster collaborative solutions to common information needs. Since 1996, the Metropolitan Council has agreed to permit MetroGIS to budget from \$50,000 to \$75,000, annually, for such projects even though in most cases the specifics were unknown at the time of budget approval. In 2004, all but \$1,000 of the \$50,000 available has been allocated to implementing enhancements to the regional parcel dataset via the GIS Data Sharing Agreements with the seven counties.
- Parcel Data Stewardship: In 2005-2008, the GIS data sharing agreements with the seven counties account for a total of \$28,000; funding that will come from this line item, resulting in \$22,000 per year for yet to be defined projects.
- Other Possible Projects:
  - The Address Workgroup is expected to identify a preferred data content standard as well as desired custodian roles and responsibilities to minimize redundancies that are currently occurring across the Metro Area regarding assignment and maintenance of address data. The Metropolitan 911 Board has approved a project that has, at its core, the objectives of improved consistency and access to current, complete address data. As address data are also key components to the solutions of several of MetroGIS's priority information needs, MetroGIS should consider providing funding to leverage and supplement the 911 Board's resources, as necessary, to address-related needs of the broader MetroGIS community. ***Discussion topic as the issues and opportunities are better understood.***
  - The Phase II Socioeconomic Information Need solution might involve acquisition of data from non-government sources that could involve a fee. If such a solution was found to be in the best interests of MetroGIS's participants, funds to pilot and/or foster a cost share effort with others should be among the among the options considered. ***Discussion topic as the issues and opportunities are better understood***
  - Enhancements to the TLG Street Centerline Dataset (see 3<sup>rd</sup> bullet under Item 1). ***Discussion topic as the issues and opportunities are better understood***



**TO:** Coordinating Committee

**FROM:** Parcel Data Enhancement Workgroup  
Staff Contact: Mark Kotz (651-602-1644)

**SUBJECT:** Enhancements to Regional Parcel Dataset

**DATE:** March 1, 2004  
(For the Mar 31<sup>st</sup> Mtg)

### **INTRODUCTION**

The MetroGIS Parcel Data Workgroup is seeking comment from Coordinating Committee about its proposed enhancements to the regional parcel dataset specifications. These modifications would implement several desired enhancements identified by the participants of the Parcel Data Users Forum held in September 2003. The new set of attributes would be available with the January 2005 release.

Approval by the Committee is not requested at this time, as a few procedural matters remain to be worked out. A Coordinating Committee recommendation to the Policy Board will be sought at the Committee's June meeting, with Policy Board consideration anticipated in July.

### **BACKGROUND**

1. In September of 2003, a review forum was conducted for the regional parcel dataset, with the purpose of defining and prioritizing enhancements to the regional dataset. 14 licensed users of the regional parcel dataset attended the forum and three other licensed users provided additional information after the forum. These licensed users represented a wide range of organizations. The result of this forum was a ranked list of potential enhancements to the regional parcel dataset.
2. After the forum, a technical workgroup was formed to evaluate the desired enhancements and to make recommendations for modifications to the regional parcel dataset based on the priorities identified through the forum. The parcel workgroup is comprised of a representative from each of the seven counties; as well as three other members representing regional and local government. The workgroup is staffed by Mark Kotz, who manages the regional parcel dataset for the Metropolitan Council, which serves as the regional custodian.
3. The 2004-2008 GIS Data Sharing Agreement, which is in the process of being reviewed by each of the seven counties, provides \$7,000 to each county in 2004 for one-time programming and/or procedural changes necessary to accomplish each of the proposed modifications.
4. The Policy Board last modified the specifications of the Regional Parcel Dataset on October 22, 2002.

### **DISCUSSION**

Two attached tables are attached that identify and describe recommended enhancements to the regional parcel dataset. The long version shows all of the desired enhancements identified through the Review Forum in order of priority rank, including those that are not being recommended for implementation. Comments and related information are provided in the long version to explain the proposed enhancements and why the others are not being recommended. The short version shows only those enhancements that the workgroup is recommending and is organized by enhancement type, not priority rank. Less descriptive text is provided with the short version.

### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Review, comment on, and accept the Workgroup's recommended enhancements to the Regional Parcel dataset.
- 2) Direct the Parcel Workgroup to propose modifications to the adopted regional parcel dataset roles, responsibilities and specifications document as necessary to implement the recommended enhancements for approval at the next Coordinating Committee meeting and Policy Board consideration in July.

# MetroGIS Regional Parcel Dataset Enhancement Recommendations

## Short Version – March 4, 2004

### Background:

1. Review Forum was held on Sept. 25<sup>th</sup>, 2003
2. After the forum, a workgroup formed with these active members and/or reviewers:
  - Anoka County = Gary Swenson
  - Carver County = Gordon Chinander
  - Dakota County = Kent Tupper
  - Hennepin County = Bob Moulder
  - Ramsey County = Curt Peterson
  - Scott County = Dan Pfeffer
  - Washington County = Dave Brandt
  - Mosquito Control = Nancy Read
  - Metro E-911 Board = Pete Eggimann
  - Representing cities and school districts = John Carpenter, Excensus
  - Workgroup staff = Mark Kotz, Metropolitan Council
3. The workgroup met twice on Nov. 17<sup>th</sup> and Dec. 12<sup>th</sup> 2003.
4. Continued review of the recommendations occurred by e-mail.
5. Nine of the ten workgroup members/reviewers approved the final recommendations. One member/reviewer did not respond with a specific approval or disapproval.

**These recommendations would require counties to provide the Regional Parcel Dataset in a specified format with specific field names, types, lengths and order. These recommendations do not require counties to populate all fields in the dataset. It is understood that counties may not be able to populate all fields in the dataset due to data availability and other issues. This understanding is consistent with the existing roles and responsibilities of the Regional Parcel Dataset.**

<i>Parcel Data Enhancement Recommendations</i>	<i>Comments &amp; Research Notes</i>
<b>New Attributes</b>	
<b>Finished square footage</b> FIN_SQ_FT - numeric 11	In general counties seem to have this. Many have both finished area square footage and foundation square footage. We will just use the former.
<b>Number of bedrooms</b> BEDROOMS - numeric 2	This is likely available from the CAMA data in all counties.
<b>Dwelling type</b> DWELL_TYPE - text 30	So far, I've only found that Dakota has a field specific to this. Maybe other counties do, but not in standard extract? Otherwise much of this information is generally in the assessor's land use type information. Counties can provide it as available.
<b>Home style</b> (will replace the existing "Type of Structure" field).  HOME_STYLE - text 30	Most (possibly all) counties have a field devoted specifically to this.
<b>Garage Y/N and a garage square footage</b>  GARAGE - text 1 GARAGESQFT - numeric 11	All seven counties reporting have garage square footage data, although there are issues with accessibility and quality of the data.
<b>Basement Y/N</b>  BASEMENT - text 1	Six of seven counties report having some information about the existence of basements.

<b>Parcel Data Enhancement Recommendations</b>	<b>Comments &amp; Research Notes</b>
<p><b>Heating and cooling types</b></p> <p>HEATING - TEXT 30 COOLING - TEXT 30</p>	<p>Six of seven counties report having some information about heating and cooling types.</p>
<p><b>Use Type</b> Include the fields for the descriptions of up to four uses and a multiple use flag field.</p> <p>USE1_DESC - text 100 USE2_DESC - text 100 USE3_DESC - text 100 USE4_DESC - text 100</p> <p>MULTI_USES - text 1</p>	<p>All counties have some type of data like this. It seems to be collected and stored differently in each county.</p> <p>All counties seem to have a code and a description for use. Some counties have up to four use type codes. Four counties have a multiple use flag, one does not. Two counties might be able to derive it from other data with some work.</p> <p>Some use type related information can often be found in other fields too, specifically the tax exempt status field and sometimes the homestead status field.</p>
<p><b>Exempt Use</b> Keep existing TAX_EXEMPT Y/N fields and add fields for up to four exempt use descriptions.</p> <p>XUSE1_DESC - text 100 XUSE2_DESC - text 100 XUSE3_DESC - text 100 XUSE4_DESC - text 100</p>	<p>Most counties populate the Y/N field in the existing dataset.</p> <p>Most counties also have additional exempt use description information in their standard extract, with some counties having fields for multiple exempt uses.</p> <p>Exempt use is useful for use type (#7) indications sometimes too, as well as potential use for public ownership indication (#12).</p>
<p><b>Business/Landmark name</b> Include this field in the regional dataset and pursue the idea of having data users provide data and updates to producers to populate this field.</p> <p>LANDMARK - text 100</p>	<p>Only Dakota seems to currently have this information. Although this data currently exists in only one county, an opportunity exists to have users of the regional dataset contribute this data.</p>
<p><b>Legal description information</b> Where available, provide plat name, block and lot.</p> <p>PLAT_NAME - text 50 BLOCK - text 5 LOT - text 5</p>	<p>All counties have several fields relating to legal description. Generally they have plat, lot and block as well as one or more fields related to an abbreviate legal description. Because the legal description is abbreviated in some counties and extremely lengthy data in counties where it is not abbreviated, it was decided that the legal description should not be included in the regional dataset. Counties did not feel it would be useful or appropriate to provide a partial legal description.</p>
<p><b>Acres</b> Create fields for both polygon and deeded acres.</p> <p>ACRES_POLY - numeric 11 ACRES_DEED - numeric 11</p>	<p>All counties have an acres type field in their data. Some have multiple fields. Some have deeded acres and some have polygon acres or both.</p>
<p><b>Special assessment value</b> due and payable in current year.</p> <p>SPEC_ASSES - numeric 11</p>	<p>Nearly all counties have a special assessments value/amount field in their standard extract.</p>
<p><b>Add Y/N fields for ag. preserves, green acres and open space and dates for ag. preserves.</b></p> <p>GREEN_ACRE - text 1 OPEN_SPACE - text 1 AG_PRESERV - text 1 AGPRE_ENRD - Enrolled date (date field) AGPRE_EXPD - Expiration date (date field)</p>	<p>In standard extracts, 5 counties have some kind of ag preserves indicator, 3 have green acres indicator, 2 have open space indicator and one shows tillable acres.</p> <p>Additionally, Met Council has collected ag preserves data from each county (except Ramsey which has no ag. preserves).</p> <p>One option for the ag. preserves data is that it could be populated in the regional dataset by the Met. Council based on data it collects from the county on an annual basis.</p>

<i>Parcel Data Enhancement Recommendations</i>	<i>Comments &amp; Research Notes</i>
<b>Changes to Existing Attributes</b>	
<p><b>Owner Name</b> Include field for additional owner name information and specify last-name-first format if available.</p> <p>OWNER_NAME - text 50 OWNER_MORE - text 50</p> <p>Owner name should be last-name-first if available. If additional info is available (e.g. joint owner, or first-name-first), put that in the OWNER_MORE field. Document what OWNER_MORE is used for with each county.</p>	<p>Only two counties report having separate name field for two owners and only one of these reports having separate first and last name fields.</p>
<p><b>Parcel Address</b> <i>Get a review of this recommendation from the MetroGIS Address Workgroup prior to finalizing</i></p> <p>Create two fields for the parcel city. CITY = the geographic city CITY_USPS = the USPS mailing city</p> <p>Breakdown the current STREET field further into name, type, direction, etc. If a county cannot provide individual components, just fill in the STREETNAME field with combined components as is done with the STREET field in the current dataset, and document in the metadata.</p> <p>BLDG_NUM - text 10 PREFIX_DIR - text 2 PREFIXTYPE - text 6 STREETNAME - text 40 STREETTYPE - text 4 SUFFIX_DIR - text 2 UNIT_INFO - text 12 CITY - text 20 CITY_USPS - text 20 ZIP - text 5 ZIP4 - text 4</p>	<p>This data is provided by all counties, but some provide a mailing city and some the actual city.</p> <p>Most counties have the property address broken down into all possible address components e.g. street name, type, direction, etc.</p>
<p><b>Homestead Status</b> Keep the existing HOMESTEAD Y/N field and add a “P” value to denote partial homesteads where that data is available.</p>	<p>This information is available in all counties, however it is not uniformly encoded. Counties are not eager to provide information about disability status.</p>
<p><b>Number of Residential Units</b> This field is in the existing regional dataset. Look into strategies for increasing the number of counties that populate this field.</p>	<p>The existing regional dataset has this data in Ramsey and Dakota, and for some parcels in Anoka. Several other counties have said that they do maintain it in some format in the county.</p>
<b>Parcel Geography</b>	
<p><b>Parcel Points Data</b> Each county should have a points layer with all tax parcels for the county (includes condos). This layer should include all records, not just condos. There should be one point for each record, even if the points stack on top of each other. These seven layers should be appended to one combined dataset for MetroGIS distribution.</p>	<p>All counties are already providing this information in the regional dataset in some fashion except Washington, however, methods for doing this differ. This will require additional data processing for the 5 counties that do not already provide this data. This could currently be done outside of the county from the provided datasets for all counties except Washington.</p>



**TO:** Coordinating Committee

**FROM:** MetroGIS Staff Support Team  
Staff Contact: Randall Johnson (651-602-1638)  
Kathie Doty, Richardson Richter & Associates

**SUBJECT:** Proposed Issue Statements – Fall Workshop and Business Plan Update

**DATE:** March 8, 2004  
(For the Mar 31<sup>st</sup> Mtg)

### INTRODUCTION

The Coordinating Committee has directed staff to develop an action plan for a fall 2004 MetroGIS Workshop. Staff is requesting Coordinating Committee input on six issue statements that would be used to frame discussion at the Workshop and designation of a workgroup to provide project oversight.

The workshop agenda, methods, participants, length, etc. will be proposed once the issue statements are agreed upon. A preliminary background statement and discussion questions for each issue statement are presented in the Reference Section for your information. Committee approval of the questions will be sought at a later meeting.

### COMPONENTS OF BUSINESS PLAN UPDATE PROCESS

Each of the proposed issue statements represents a topic that should be addressed as part of the Business Plan Update process. The sequence of events for the Business Plan update process is proposed as follows:

- 1) Use time at the Committee's June and Sept. meetings to affirm MetroGIS's core functions and primary stakeholder focus to make the most efficient use of discussion time available at the Workshop.
- 2) Seek out MetroGIS participant input prior to the Workshop to frame options for discussion items.
- 3) Convene the workshop in fall 2004.
- 4) Conduct any desired follow-up information gathering (survey and/or interviews).
- 5) Conduct any follow-up policy discussions prior to drafting plan elements for Committee consideration.

### DRAFT ISSUE STATEMENTS – FALL WORKSHOP

The following is a listing of issue statements proposed to frame discussion at the Committee's Fall Workshop (see Reference Section for further detail on issues and questions for discussion):

- **Work on solutions to several priority common information needs is stalled or moving ahead very slowly.** Workshop discussion: what should be done about that, if anything?
- **No activity has been initiated for two endorsed priority information needs – Land Regulations and Rights to Property.** Workshop discussion: what should be done about that, if anything?
- **Other common information needs may be appropriate for regional solutions in addition to those identified in 1997.** Workshop discussion: should we add to the common information needs list?
- **Some information needs, although not common to all five organizational types represented on the MetroGIS Board, may be important enough to consider for regional solutions, assuming that an organization with a related business need is willing to shepherd the process of defining a desired regional solution.** Workshop discussion: Should MetroGIS include these in its scope of work?
- **Applications, in combination with implementation of a regional dataset(s), often are needed to totally satisfy an information need.** Workshop discussion: how should work on applications be prioritized in relation to other MetroGIS objectives?
- **Testimonials, other anecdotal evidence, and performance measures indicate that MetroGIS's accomplishments are benefiting the community but the cost/benefit ratio to the key participants is not well documented.** Workshop discussion: how can we come to consensus on the cost/benefit ratio of MetroGIS participation?

### RECOMMENDATION

That the Coordinating Committee:

- 1) Agree on desired additions or modifications to the draft issue statements. Anything missing?
- 2) Create a workgroup comprised of individuals with an interest in one or more of the issue statements, to guide the business plan update process, including the fall 2004 Committee Workshop.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – April 2004 Policy Board Meeting  
**DATE:** March 1, 2004  
(For the Mar 31<sup>st</sup> Meeting)

### **INTRODUCTION**

Agreement is sought on a GIS demonstration topic and a person(s) to present the topic at the April 28, 2004 Policy Board meeting.

Policy Board Chairperson Reinhardt has encouraged the Committee to arrange for a presentation that clearly illustrates the breadth of the data themes that comprise solutions to recognized priority common information needs, as well as, those that are in progress. In other words, a synopsis of who is benefiting from MetroGIS's efforts and why.

### **BACKGROUND**

1. During the Policy Board's discussion at its January 28th meeting of the recommended Phase I Socioeconomic Information Need solution, it became apparent that some of the Board members do not have a good grasp of the breadth of data themes that are priorities for regional solutions or of the non-traditional project support model used by MetroGIS. An excerpt from the meeting summary is provided in the Reference Section.
2. Previous demonstration topics are listed in the Reference Section.

### **DISCUSSION**

Chairperson Reinhardt supports the need to reestablish a clear understanding among Policy Board members of the breadth of information needs that the MetroGIS community has already implemented and, more importantly, how these regional solutions are making a difference. The initial information need priority setting was completed by the Policy Board in May 1997. Since that time, eight of the twelve Board members have changed.

Last July, at the Board's request, staff provided an overview of the major organizational principles that guide MetroGIS's efforts. From the discussion at the January 28<sup>th</sup> Board meeting, it is clear that the current Board members, as whole, do NOT fully comprehend MetroGIS's operational methods or the breadth of common information needs that have been established as priorities by their predecessors.

### **PRESENTATION OPTIONS**

1. Last Fall, SRF Consulting Group's use of MetroGIS's regional solutions to address a host of their government clients' needs was the subject of a MetroGIS benefits testimonial. This testimonial can be viewed at <http://www.metrogis.org/benefits/testimonials/srf.pdf>. Due to the breadth of regional data types and range of clients depicted in this testimonial, staff contacted Bob Diedrich, with SRF, and invited him to summarize the content of the testimonial and he agreed to do so for the April 28<sup>th</sup> meeting. If this topic is selected by the Committee, staff and Chair would work with the Mr. Diedrich to develop a message consistent with Chairperson Reinhardt's preferences.
2. The Metropolitan 911 Board's explanation of the benefits of MetroGIS's efforts beyond the traditional "base map" (Agenda Item 5a) would partially address the content that Chairperson Reinhardt is seeking for this meeting.

### **RECOMMENDATION**

That the Coordinating Committee agree on a strategy to communicate to the Policy Board at its April 28, 2003 Board meeting the breadth of the regional solutions to common information needs that have been implemented thus far and their importance.

## REFERENCE SECTION

### **EXCERPT FROM JANUARY 28<sup>TH</sup> BOARD MEETING**

During discussion of the recommended Phase I Socioeconomic Information Need solution, it became apparent that some of the Board members do not have a good grasp of the breadth of data themes that are priorities for regional solutions or of the non-traditional project support model used by MetroGIS. An excerpt from the meeting summary follows:

*...A wide-ranging discussion (ensued about how) MetroGIS initially established the common information needs of the broad MetroGIS community; the role of summary geography to map and analyze socioeconomic data in conjunction with other geospatial data, such as parcels and jurisdictional boundaries; MetroGIS's workgroup staffing model that leverages the talents of motivated people within organizations that have a business need to address initiatives launched by MetroGIS to address recognized common priority needs; how priorities are set for allocating MetroGIS's available resources, and the Staff Coordinator's role as principally a project manager relative to support of workgroup activities as opposed to a content lead.*

*Policy Board Member Schneider commented that the traditional priority setting process works when staffing is clearly defined. MetroGIS, by necessity, uses a different model because of the need to facilitate a coordinated approach, which he supports. He also commented that the process is not linear as it might be in a more traditional setting, in that, as protocols are worked out by one workgroup benefits are often realized in other areas...*

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

- 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.

### **PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS**

1. During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting.
2. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (<http://www.metrogis.org/benefits/testimonials/index.shtml>) and request a presentation from the perspective of watershed districts.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** DataFinder – Review Outreach Presentation  
**DATE:** March 1, 2004  
(For the Mar 31<sup>st</sup> Meeting)

## **INTRODUCTION**

Staff is seeking feedback from the Committee concerning any desired additions and/or modifications to a slide presentation designed to promote awareness and use of DataFinder by both data users and producers.

Mark Kotz, a member of the MetroGIS Staff Support Team, will provide an overview of the presentation to the Committee for comment.

## **2004 WORK PLAN**

This slide presentation was developed for a talk given by Mark Kotz to the Hennepin County GIS Users Group on January 7<sup>th</sup>. Following that presentation, staff concluded that this presentation could be a valuable outreach tool to achieve the objectives of Work Plan Item B2 (Data Search/Distribution Mechanism) and D2 (Outreach).

## **RECOMMENDATION**

That the Coordinating Committee:

- 1) Offer any desired additions and/or modifications to improve the effectiveness of the intent to promote awareness and use of DataFinder by data users and producers.
- 2) Offer suggestions for groups that might be interested in hearing this presentation.



**TO:** Coordinating Committee

**FROM:** MetroGIS Staff Support Staff Team  
Contacts: Randall Johnson (651-602-1638)  
Kathie Doty, Richardson, Richter & Associates, Inc.

**SUBJECT:** Quarterly Update - Performance Measure Reporting

**DATE:** March 4, 2004  
(For the Mar 31<sup>st</sup> Meeting)

## INTRODUCTION

This report is comprised of three parts:

1. Update on performance measure reporting statistics for January and February 2004.
2. Seek direction from the Committee on two performance measurement-related suggestions offered since the last meeting by Committee members:
  - a) Consider adding a measure related to use of regional applications (e.g., mailing labels)
  - b) Consider adding the number of volunteer hours to the official measures.

## DISCUSSION

**1. Jan. and Feb. 2004 Performance Reporting Statistics:** Staff have reviewed the performance measure statistics for January and February 2004. Total DataFinder use in February was the highest to date at 1,570 sessions, a 15% increase over January. Downloads, at 952, were also the highest to date surpassing the high of 802 last June. Summary graphs are provided in the Reference Section. The actual detailed monthly data totals from mid-2002 through December 2003 are available at [http://www.metrogis.org/benefits/perf\\_measure/1203\\_perfmeas\\_rept.pdf](http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf). The detailed data for January and February 2004 are available upon request. Summary graphics for the later are provided in the Reference Section.

Staff also believe it is noteworthy to report that regionally-endorsed datasets continue to dominate downloading activity (6 of the top 10), despite comprising less than 10 of the 116 datasets currently available via DataFinder.

## **2. Suggested Modifications to Reporting Statistics**

Consideration of the suggested modifications to the reporting statistics should be deferred to the Fall Workgroup (Agenda Item 5e). At that time, the Committee has agreed that it will engage in a detailed discussion of benefits versus costs. Discussion of actual measures (tactics), such as the two suggestions, should be deferred until the desired outcomes of the measures have been agreed upon.

For instance, the appropriateness of the following philosophy assumptions should be debated and agreed upon before measurement tactics are considered: "Government has an obligation to provide services as cost-effectively as possible. Effectively providing public services that are dependent upon geospatial data produced by others requires coordination among disparate interests. It is more efficient to coordinate and share knowledge among disparate parties via an established and recognized forum, such as MetroGIS, than on one's own."

## RECOMMENDATION

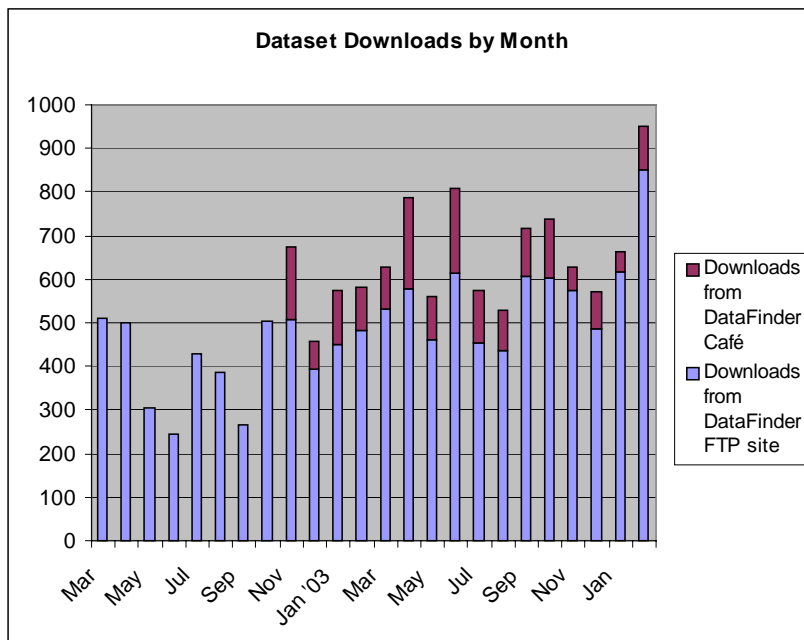
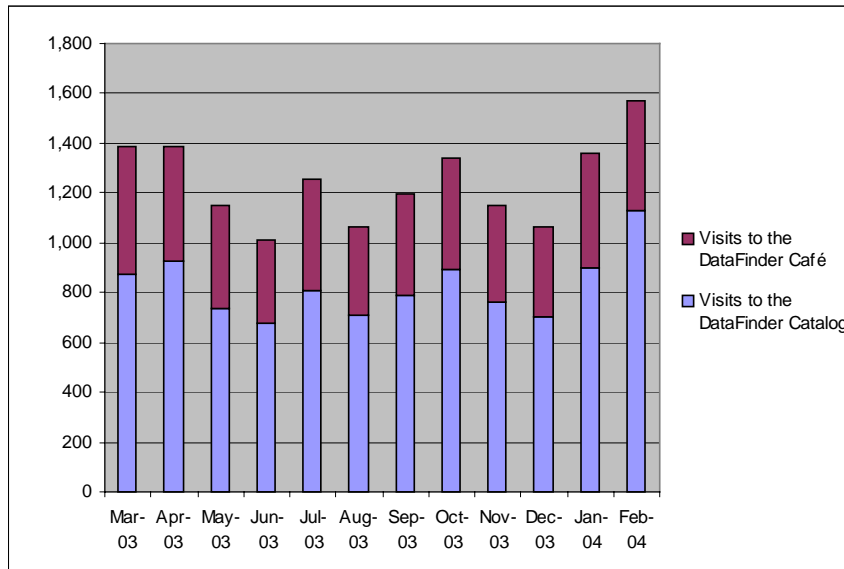
1. Offer a possible explanation for the spike in DataFinder activity in February 2004.
2. That the Coordinating Committee defer to its Fall 2004 Workshop discussion of whether to add measures related to use of regional applications (e.g., mailing labels) and number of volunteer hours to MetroGIS's official Performance Measurement Plan.

## REFERENCE SECTION

### PAST COMMITTEE ACTION

1. April 9, 2003, the Coordinating Committee:
  - a) Concluded that a formal performance measure report should occur only on an annual basis, with Committee consideration at its December meeting.
  - b) That staff should offer one or more anomalies (good or bad) in the Performance Measure for discussion at each of the Committee's other quarterly meetings for discussion. The results of these quarterly discussions are to be incorporated into the annual report.
2. January 28, 2004: The Policy Board adopted the 2003 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at [http://www.metrogis.org/benefits/perf\\_measure/1203\\_perfmeas\\_rept.pdf](http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf).

### EXCERPTS FROM MONTHLY PERFORMANCE MEASURE REPORT – JANUARY & FEBRUARY 2004





**TO:** Coordinating Committee

**FROM:** Will Craig (CURA, U of M)  
Sandra Paddock (Wilder Research)  
Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

**SUBJECT:** Support for Grant Proposal for Twin Cities Community-Focused GIS

**DATE:** March 15, 2004  
(For the March 31<sup>st</sup> Meeting)

### **INTRODUCTION**

Support is requested from MetroGIS for a grant request to support a community-focused GIS initiative in the Twin Cities. This support would come in two forms:

- 1) \$500 cash to develop the grant proposal and
- 2) A letter of support for the initiative (*attached draft*)

Funding: This request is before the Coordinating Committee because MetroGIS does not have a funding category that directly relates to this request. Policy Board approval is not required if the Committee finds the request consistent with the intent of the closest budget category "facilitate regionwide user groups/forums for knowledge sharing". \$1950 is available in 2004 for expenses in this category. There are currently no other projects competing for these funds.

Letter of Support: The letter of support would do two things. It would make the argument that community-focused GIS is a good thing; the July 2003 Policy Board demonstration on the Minneapolis Neighborhood Information System gave ample evidence of this. The letter would also commit to provide matching funds required for the grant. Other partners in the proposal are making similar commitments. The amount and nature of this commitment is listed as \$100,000 in the draft letter. No cash is involved and no additional effort save accounting for the portion of MetroGIS activities that benefit the TOP community.

### **BACKGROUND**

TOP Grant Program: The Department of Commerce's Technology Opportunities Program (TOP) promotes the widespread availability and use of digital network technologies in the public and non-profit sectors. TOP gives grants for model projects demonstrating innovative uses of network technologies. Over the years, TOP has awarded 583 grants, totaling \$218.9 million and leveraging \$297 million in local matching funds. Proposals for 2004 are due April 27. For more information see <http://www.ntia.doc.gov/otiahome/top/grants/grants.htm>

In 2001, TOP awarded \$500,000 to the City of Minneapolis, in partnership with the University of Minnesota's Center for Urban and Regional Affairs, to develop and support MNIS, the Minneapolis Neighborhood Information System. MNIS is providing GIS data, software, and training to Minneapolis neighborhood organizations. That grant expires in September this year. The St. Paul Community GIS Consortium, a member of the Ramsey County User Group, has been operating for five years, but has struggled because of lack of staff and resources.

Purpose of Proposed Grant and Fiscal Agent: The grant request will support a regional GIS initiative for community-focused work. The participants would be non-profit organizations that work with local government to improve the community – typically neighborhood organizations, district councils, and Community Development Corporations. The geographic scope includes central cities and first and second ring suburbs. The topical scope is community development, including housing and jobs – issues that are

related to established priority information needs of the core MetroGIS community –local and regional government. Though not yet finalized, the budget will probably be about \$500,000. The University of Minnesota will be the fiscal agent and responsible for managing the grant.

Participants: A group of organizations with a history of involvement in MetroGIS is preparing a grant proposal. They are hiring a professional to write it. Those organizations include: Ramsey County, the Ramsey County User Group, Wilder Research, the Minneapolis Neighborhood Information System, the St. Paul Community GIS Consortium, the Minneapolis Consortium of Community Developers, and the University of Minnesota’s Center for Urban and Regional Affairs. Each is contributing \$500 towards the cost of preparing the proposal. If MetroGIS were to contribute \$500, the full \$3000 cost would be covered.

PolicyLink: In 2003 a California-based nonprofit, PolicyLink, was retained by the Minneapolis Foundation to study the local situation and identify strategies to improve the GIS capacity of community-focused organizations that serve the seven-county Twin Cities Metropolitan Area. MetroGIS was seen a key resource to help build a sustainable community GIS and a number of recommendations were made that involved MetroGIS. At its December 17, 2003 meeting, the Coordinating Committee voted to expand communication with community-based organizations, to investigate providing parcel data access to non-profit community-based entities without fee, and to participate in discussions that would help them build a sustainable organization.

MetroGIS Funds: If this funding request is granted, the recipients understand that the requested \$500 would be not be paid by MetroGIS until an invoice is submitted along with evidence that the grant application has been properly submitted according to all requirements and is a candidate for consideration by the funding authority. No other funds are requested.

**CONCLUSION:**

MetroGIS has good reason to support community-focused GIS and is committed to doing so. The TOP grant opportunity is an opportunity to provide/foster community-focused GIS to the Twin Cities, as the Community concurred it should at its December 17<sup>th</sup> meeting. The \$500 out of pocket support required from MetroGIS is small and money is in the budget to pay it. Ordinary MetroGIS activities can be used as matching funds for the purpose of the grant, adding no burden MetroGIS or its participants.

**RECOMMENDATION:**

That the Coordinating Committee find that assisting with the funding to prepare a TOP grant request to support a community-focused GIS initiative in the Twin Cities is consistent with the MetroGIS funding category "facilitate regionwide user groups/forums for knowledge sharing".

If the requested funding is found to be consistent with the intent of the subject funding category:

1. Authorize staff to draft a check from MetroGIS funds in the amount of \$500 to be used toward the development of a Technology Opportunities Program proposal, upon receipt of an invoice along with evidence that the grant application was submitted to the US Department of Commerce according to all requirements and is a candidate for consideration by the funding authority.
2. Authorize the Coordinating Committee Chair to sign a letter of support for this initiative. This letter will state general support for the concept of community GIS. It will also commit a specified amount of matching funds. *(Note: the \$100,000 listed in the draft letter is subject to discussion and adjustment.)*



March 31, 2004

***Subject to review and modification***

Kris Nelson  
Center for Urban & Regional Affairs  
University of Minnesota  
330 HHH Center  
301 – 19<sup>th</sup> Avenue South  
Minneapolis MN 55455

**2004 TOP GRANT APPLICATION – LETTER OF SUPPORT**

Dear Mr. Nelson:

MetroGIS is pleased to partner with CURA and its community partners in its TOP proposal. We are supportive of the concept and willing to make our resources available to assist in achieving success.

MetroGIS is an innovative, regional geographic information systems initiative serving the seven-county Minneapolis-St. Paul (Minnesota) Metropolitan Area. It provides a regional forum to promote and facilitate widespread sharing of geospatial data. MetroGIS is a voluntary collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses. URISA awarded us its coveted Exemplary Systems in Government Award in 2002 and we have continued to make huge strides since then.

We understand that your TOP proposal is intended to provide community-based non-profits with access to GIS and geographic information for the purpose of supporting their efforts in community development. This mission is congruent with ours. We have seen the value of community GIS and on December 17, 2003 decided it was in MetroGIS' interest to pursue the following activities:

- Foster dialogue to investigate providing parcel data access to non-profit community-based entities without fee.
- Involve Community GIS interests in development of strategies related to web-based geospatial applications to address priority information needs of the MetroGIS community.
- Continue to foster understanding among elected officials of the benefits of using GIS technology, sharing related resources, and the importance of their active participation in evolving sustainable best practices.
- Participate in deliberations to define the specifics for the proposed “regional intermediary”.
- Expand communication between MetroGIS and community-based organizations, assuming those organizations organize a communication network for themselves to enable MetroGIS to connect with them.
- Share MetroGIS's successful methodology to gain consensus and overcome obstacles to implementing regional solutions to common geospatial needs – organizational and technical.

We believe our activities could have significant value to the proposed community-focused GIS activities. Here are some of the indicators of that value:

- 1) Data on parcels, geometry and 25 attributes, is sold at \$.05/parcel. There are over 900,000 parcels in the Twin Cities area. Access to all this data for a single entity would cost \$45,000 per year.  
There are many community-based non-profits in the Minneapolis-St. Paul Metro Area. A MetroGIS workgroup of the seven counties has agreed to work on defining criteria that would potentially allow free access for these groups.
- 2) MetroGIS invests cash in a pair of activities that will be of value to the community-focused GIS group. We annually invest \$50,000 in a site license for street centerline data kept current by a private firm, The Lawrence Group. Our pending data sharing agreements with the seven metro area counties is expected to involve an investment of \$48,000 in 2004 and \$28,000 per year in 2005-2005.
- 3) Each year we tackle one or more issues that would provide new applications or new data to our stakeholders. We currently have seven workgroups, including a pair of groups working on Socioeconomic data that will provide critical data to community-based non-profits. A typical workgroup will have a dozen people, meeting six times year for 2 hours at a time. Each member is required to spend additional time on homework and travel. We value their time at \$50/hour.

We believe that these investments will amount to as much as \$100,000 for the community-based non-profit organizations involved in your TOP proposal. That value can be determined by carefully monitoring the use and value of MetroGIS resources used for the benefit of those organizations. The quantity of data parcel downloads will be used to determine the value from #1 above. Some rational portion of investments #2 and #3 can be assigned to the TOP community as well. We suspect that these numbers will easily sum to \$100,000 over the three years of the award and offer this as partial match for the TOP funds you are seeking.

MetroGIS is committed to having this project be a success. We are committed to working with community-based non-profits and see the TOP program as a way to strengthen them and making better partners. As more organizations come to share data and experiences, our collaboration grows and becomes stronger.

Sincerely yours,

Jane Harper, Chair  
Coordinating Committee



**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Update

**DATE:** March 15, 2004  
(For the Mar 31<sup>st</sup> Meeting)

**A) NEXT GENERATION DATA SHARING AGREEMENTS**

The financial terms associated with the Next Generation Agreements have been shared with the seven counties last December and with the Policy Board for comment at the January meeting. No objections were raised. Work is currently in progress to reach agreement on language for both the agreement and the data license that is a component of the agreement. Each user of the regional database will need to execute the new license, once the new agreement goes into effect. Some of the delay has been due to outreach efforts to ensure that the license language will be acceptable to the user community as well as the producer community. Organizations that were licensed prior to December 31, 2003, to use the regional parcel dataset may continue to use data received prior to that time. No new licensees are able to be added until the new license and agreement are in effect. Deployment of the proposed Regional Mailing Label Application (Item 6D(1) below) would also be delayed until the new agreement is in place.

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

**(1) Emergency Preparedness Workgroup**

Rick Gelbmann and Randy Knippel met with the Minnesota GIS/LIS Consortium Board. They are very supportive of our efforts and will provide access to Consortium members through their website, E-news service, and quarterly newsletter.

According to Gelbmann, "Members of MetroGIS and the Governor's Council on Geographic Information (GCGI) attended the 39th Annual Governor's Homeland Security and Emergency Management Conference. We worked very closely with Kim Ketterhagen of the HSEM who provided us with a booth in the vendor demonstration area at no charge. This booth was staffed by various people for two days. Randy Knippel and David Windle also gave a presentation on GIS for Homeland Security. The one-hour presentation was given twice during an afternoon of concurrent sessions. It was attended by over 70 people and was well received.

"A prototype web-based application is running on the Met Council web server. We will continue to refine it. An issue has been raised related to the licensing of county parcel data. Parcels are an important dataset for emergency management planning and response activities; however, requiring a license for every emergency manager may be an obstacle." Current layers available include: hospitals, pharmacies, Red Cross facilities, wastewater treatment plants, water treatment plants, nursing homes, MPCA MES sites, functional class roads, MPCA LUST sites, E911 PSAP & ESN boundaries, and 2000 aerial photography. A presentation and demonstration is tentatively scheduled for the Committee's June meeting.

**(2) Existing Land Use Workgroup:**

The workgroup last met meet on December 10<sup>th</sup> to discuss the results of a series of pilot projects to determine a data model will work best for MetroGIS. Under consideration are the APA's Land-Based Classification Standard, enhancement of the MetroGIS Planned Land Use coding scheme, and a "Built Environment" database. A meeting was scheduled for March 18<sup>th</sup> with the City of St. Paul planners in a peer review format for feedback. Current workgroup members represent: city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being

facilitated by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities. A recommendation to the Committee is anticipated at the June 2004 meeting.

**(3) Highway and Road Networks**

The Highways and Road Networks Technical Workgroup met on December 2<sup>nd</sup> to discuss workflows for updating and enhancing MnDOT's Location Data Manager (LDM). From this discussion, several questions for MnDOT emerged, which were communicated before the end of the calendar year. A core set of attributes was given preliminary approval, along with some common definitions for a model of street segmentation and attribution. The next step will be to work with MnDOT on answering the questions that arose from this meeting, and finding common ground for the segmentation and attribution model. Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).

**(4) Lakes, Wetlands, etc.:**

No activity has occurred since direction was received from the Coordinating Committee at its September 17<sup>th</sup> meeting regarding this information need. At that time, the Committee authorized creation of a work group to assess the applicability of currently proposed state-level standards by the Hydrology Committee of the Governor's Council on Geographic Information for potential MetroGIS solutions. This group will be responsible to develop strategies to accommodate any desired modifications and assure that any changes will integrate with State data. The Committee also authorized separating the substance of the hydrologic information need into 4 to 5 sub-components that can be provided to users in a more timely and efficient manner than is currently in place.

**(5) Regional Parcel Dataset Enhancements**

*(See Agenda Item 5d).*

**(6) Socioeconomic Characteristics of Areas:**

On January 28<sup>th</sup>, the Policy Board endorsed the Committee's recommendation to implement a Socioeconomic Resources Webpage ([http://www.datafinder.org/mg/socioeconomic\\_resources/](http://www.datafinder.org/mg/socioeconomic_resources/)), as demonstrated to the Committee at its December meeting. The Phase I Workgroup completed its fine-tuning of the Resources site in February and it went live the first week in March. An article about the Resources Webpage was published in the Spring GIS/LIS newsletter. For the next 6-9 months, the Workgroup will be monitoring the site's activity and comments received from the site users. The Phase I Workgroup will then decide if any enhancements should be pursued. The final outstanding topic is to identify a willing entity, with appropriate resources to accept responsibility for managing the site content. Phase I will be complete once each of these matters is addressed.

The Phase II workgroup (solutions to Socioeconomic information needs that can not be achieved with existing published data) is expected to launch in 2004. The Phase II effort will be coordinated with the Address Workgroup's efforts and not launch until more is known about how the Address Workgroup will proceed and possibly not until related solutions are defined by the Address Workgroup.

**C) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT**

The MN Land Management Information Center (LMIC) has been working with MetroGIS staff to develop GeoIntegrator, a statewide web service similar to the MetroGIS DataFinder Café, including new functional features that also would support an enhanced Café. Most of the project's funding was received from a state Technology Enterprise Board grant. \$15,000 of the \$18,700 National Spatial Data Infrastructure (NDSI) Web Mapping Services grant received by MetroGIS in 2001 has been set aside for this collaborative effort. Work on the project was suspended in October, when LMIC's contractor, Syncline, which also developed Café, declared bankruptcy. LMIC is currently negotiating a settlement that will result in completion of the project by a third party in early 2004. No MetroGIS funds will be spent if an acceptable settlement cannot be reached.

**D) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

**(1) Regional Mailing Label Application**

Alison Slaats, MetroGIS DataFinder Manager, is in the final stages of developing a prototype regional mailing label application that will run on top of the regional parcel dataset. The regional prototype is based upon an application initially developed by Carver County. Access to the application via the

Internet will be limited to organizations that have current licenses to access the underlying parcel data. As soon as the Next Generation Data Sharing Agreement is in place, the application will be deployed.

**(2) Collaborative Parcel Data Distribution Strategy - Non-Government Access**

The County Data Producer Workgroup (of the Coordinating Committee) has made progress to reach agreement among all counties on a collaborative solution to distribute the same parcel data (parcel boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests.

- A website for streamlined, one-stop orders was built by the Metropolitan Council staff, who support MetroGIS, and is ready for operation once the licensing and fee policies are finalized.
- The Workgroup developed a prototype common fee schedule, led by Dakota County's GIS Coordinator, that is eventually intended to apply to all seven counties. It incorporates significant price reductions from the current \$0.05/parcel through subscriptions and volume purchases and accommodates subsetting of the regional dataset. *The group also concluded that each county does not have to implement exactly the same fee schedule, given the substantial amount of change that has already occurred to accomplish the main objective of this project – greatly streamline the data access process.* *Status:* Anoka, Carver, Dakota, Hennepin, Scott and Washington Counties have adopted the fee schedule proposed by the Workgroup. Ramsey County is rewriting its entire fee schedule, which includes this proposal thus far, with a target for implementation shortly.
- The components of a common license document, including the shrink-wrap concept to streamline execution, have been agreed upon by the workgroup members. However, work on this agreement by county legal staff ceased when attention was shifted to modifying a license for the government and academic version of the regional parcel dataset.

**(3) Investigation of Data Sharing with Utilities Explored**

A sample of the regional parcel dataset was delivered in early November to representatives of Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative. If they agree there is merit in continuing discussion, the County Data Producer Workgroup will oversee an investigation of uses that local government might make of infrastructure data maintained by the utilities. If the conclusion is that an exchange of data would be of mutual benefit a policy change will be pursued to allow utilities to access county produced parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data.

**(4) GeoSpan, Pictometry, and Pioneer Press Proposals/Requests**

Over the past few months the Workgroup has reviewed proposals from these entities. GeoSpan and the Pioneer Press were seeking access to parcel data. GeoSpan offered free access to their data for free access to the regional parcel dataset. The consensus of the counties was that most if not all currently have access to the type of data produced by GeoSpan and declined further consideration of concept.

The Pioneer Press representative requested a fee waiver for journalistic purposes in accordance with federal FOIA policy. The consensus of the workgroup was that more specifics were needed to properly consider the request. Chairperson Drealan sent a letter outlining the desired additional information in early January. A response was received and the Workgroup is planning to meet the morning of March 31<sup>st</sup> to discuss next steps.

At the group's January 7<sup>th</sup> meeting, the members concluded that the Pictometry product has merit and that it is likely that some of their colleagues in emergency management, and possibly property records, will purchase this product. The consensus was that a coordinated effort, among the counties, should be pursued where purchases are being given serious consideration. Member Knippel was encouraged to facilitate talks to achieve the desired collaboration, since Dakota County appeared close to a purchase decision.

**(E) USER FORUMS PLANNED FOR FALL 2004**

A peer review forum to identify any desired enhancements to the regional street centerline dataset is tentatively scheduled for Fall 2004. A forum is also tentatively planned for Fall 2004 to educate data producers and to a lesser extent data users about the enhancements made to DataFinder as a result of the pending partnership with LMIC (see Item 6c).