

**December 14, 2005**

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

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

12:30 to 3:00 p.m. (3:30 p.m. if needed)

See directory in lobby for meeting room location.

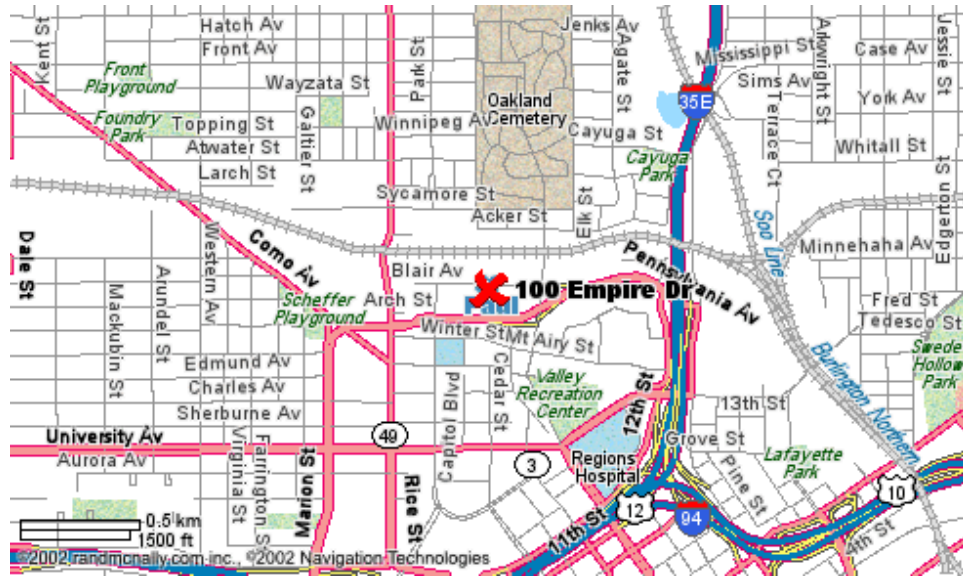
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Mission Statement

“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.



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See www.mcit.org for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
September 21, 2005

1. CALL TO ORDER

Chairperson Read called the meeting to order at 1:05 p.m. and asked the members to introduce themselves.

Members Present: *Cities:* Steve Lorbach (AMM: core cities - City of St. Paul); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), Scott Simmer (Hennepin), John Slusarczyk (Anoka), David Claypool (Ramsey) and Jane Harper (Washington); *Federal:* Ron Wencil (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission); Rick Gelbmann and Mark Vander Schaaf (shared seat - Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* David Arbeit (LMIC), Joella Givens (Mn/DOT) and Robert Maki (DNR); *Utilities:* Al Laumeier (CenterPoint Energy).

Members Absent: *Academics:* Will Craig (U of M); *Business Geographics:* Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Jim Hentges (Scott); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), *Non-Profits:* [vacant]; *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Support Staff: Mike Dolbow, Steve Fester, Randall Johnson, and Mark Kotz

2. ACCEPT AGENDA

Henry moved and Givens seconded to approve the agenda, subject to hearing Item 5c following Item 5a and to hear the DataFinder Update proposal prior to the other two Project Updates under Item 5b. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Givens moved and Henry seconded to approve the summary for the Committee's June 29, 2005 meeting as submitted. Motion carried, ayes all.

4. SUMMARY OF JULY 27th POLICY BOARD MEETING

Chairperson Read summarized actions of most importance considered by the Policy Board at its July 27, 2005 meeting. She noted that several testimonials from Board members citing benefits realized from MetroGIS's existence were given following a comment that the Metropolitan Council was in the process of conducting an internal program evaluation of MetroGIS.

5. ACTION AND DISCUSSION ITEMS

a) Emergency Preparedness – Regional Solution Recommendation

Knippel provided an overview of the Emergency Preparedness Workgroup's recommended internal regional solution as presented in the agenda materials, including the process used by the workgroup to define the proposed solution, proposed data creation and refinement roles that would be shared by the counties, regional data themes that were developed to test the proposed solution and others that will be added as the solution matures, and the website that the solution relies upon to provide access to the various EP datasets that will be part of the envisioned solution.

In response to a question from Maki as to whether any of the subject regional data themes are currently operational, Knippel commented that the seven counties have decided among themselves the "theme manager" role assignment for each of the 14 data themes associated with the Strategic National Stockpile requirements; the web application for providing access is operational on the Council's server that supports

DataFinder; numerous additional data needs have been identified and are listed in the agenda materials; and a web-based method has been implemented by the workgroup to track progress toward fulfilling each of the data needs across all seven counties.

Vander Schaaf commented, and the group concurred, that he would like to see: 1) the list of endorsements from the Emergency Management community expand quickly, 2) a transition begin as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community and 3) periodic updates from the workgroup as the interim solution is tested and refined.

Bittner asked if the proposed plan includes incorporating Emergency Preparedness related data that is managed by organizations other than the counties, such as weather and climate data produced by NOAA. Knippel responded that the current focus is on building a base map that is consistent across the seven counties from data typically produced by local government. As the initial focus is achieved and as working relationships are established beyond local government additional data opportunities can be explored.

Harper stated that emergency management services (EMS) officials need to eventually assume leadership roles but also concurred with the workgroup's strategy to build something that can be used to demonstrate how efficiencies can be improved. She emphasized that a window of opportunity currently exists, due to concerns raised by the recent hurricane disasters, to reach out to a higher level of EMS officials regarding desired refinements to the proposed the interim solution; refinements that could expedite development of applications and resources that utilize GIS technology during an emergency.

In response to a comment from Henry, the group concurred that the workgroup should incorporate a couple of examples into the presentation to the Policy Board to help the Board members understand how implementation of the interim solution is expected to benefit the Emergency Management community.

Wencl commented that he strongly supports the proposal because it is totally in line with the vision of the National Map and other federal geospatial initiatives that rely upon aggregation of local data. He also cautioned that the proposal represents a good deal of effort on the part of local officials to accomplish the stated goals. Wencl's comment led to a general discussion about the perceived value of the GIS community's efforts by the Minnesota Office of Homeland Security and Emergency Management (HSEM), given that its Executive Director, Daniel Johnson, has accepted appointment as co-chair of the Emergency Management Committee of the Governor's Council on Geographic Information.

Laumeyer commented that he is surprised by the apparent disconnect in understanding by local emergency managers of existing GIS capabilities as described by Knippel. Harper also asked that the group not assume that each of the county GIS units is well respected, understood, and a go-to for resources, noting that much needs to be accomplished to achieve these attributes in Washington County.

Prior to voting on the proposal, the group agreed that the report to the Policy Board should clearly state which counties have agreed to their designated Regional Theme Manager Role(s) and that the column labeled "owner" in the table listing the various data needs should be changed to Regional Theme Manager. The report should also communicate that organizations other than counties are involved and to name a few examples.

Motion:

Henry moved and Givens seconded that the Coordinating Committee:

- 1) Endorse the recommended strategy as described in the Workgroup's Project Report included in the materials as an interim solution to emergency preparedness information needs, including the Workgroup assuming the role of regional custodian, subject to the Workgroup:
 - a) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,

- b) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
 - c) Taking appropriate measures to ensure a transition begins as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community, and
 - d) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.
- 2) Recommend that the Policy Board endorse the Workgroup’s proposed interim solution and encourage the leadership of each county to commit to its support and any desired further refinement, subject to communicating to the Board that organizations other than counties are involved and that providing a few examples to assist the Board members in understanding the type of benefit expected to be realized by the emergency community from participating in the proposed solution.

Motion carried, ayes all.

c) Procedures – Conducting Business Between Meetings

Chairperson Read summarized the circumstances that led to adding this item to the agenda as outlined in the agenda materials.

Harper commented that when she served as the Chair of the Coordinating Committee, decision making between meetings via email occurred on a couple of occasions. She stated that as long as sufficient time is given for responses, it continues to be important to have a procedure in place to accommodate decisions that are needed between meetings since the Committee only meets on a quarterly basis.

The Committee concurred with Harper’s support of maintaining a between-meeting decision option and agreed that three working days is a sufficient response period. It was also agreed that the subject line for the email correspondence should have a standard “flag”, the decision must be urgent in the opinion of the Chair and standard quorum requirements must be satisfied. In addition, a follow-up message is to be sent to the Committee stating the results of the vote and the course of action to follow.

The Chair and the Staff Coordinator were asked to prepare an amendment to MetroGIS’s Operating Procedures for Committee consideration at its December meeting.

b) Regional GIS Project Proposal Updates

(1) DataFinder Upgrade

Kotz summarized the results of the Workgroup’s investigation and methodology used, recommended functional priorities for the Committee’s review and comment, and recommended courses of action to achieve the priority functions, as outlined in the a handout given to the Committee at the meeting (see Attachment A). Maki, a member of the Workgroup, commented that DataFinder Café was ahead of its time and as such some of its functionality underutilized. The recommended option provided sufficient functionality for the community’s current needs, as well as, adequate flexibility to grow as the need is identified.

Arbeit asked if the Workgroup had taken into account resources available from LMIC in its deliberation of options. Kotz confirmed that the Workgroup is aware of these resources and that as the design specifics are finalized they will be taken into consideration.

The group did not modify the list of functional priorities proposed by the Workgroup but Harper commented, and the group concurred, that the objective should be to select an option that goes as deep into the list of functional priorities as possible, leveraging all available resources. The Committee also agreed with the Workgroup that the specific hardware and software solutions needed to achieve specified functionality should be decided by DataFinder’s custodian organization, with the assumption that DataFinder will continue to be hosted by the Metropolitan Council.

Motion: Arbeit moved and Wencl seconded to:

- a) Accept the functional priorities as recommended by the Workgroup (see Attachment A)
- b) Accept the Workgroup's recommendation that the Metropolitan Council, serving in its capacity as custodian of the DataFinder application, be permitted to choose between design options 2a-2d with the following understandings: a) the final solution achieves as many of the identified functional priorities as possible, b) all available resources (internal and external) are leveraged and c) the required hardware and software are compatible with the Council's internal needs.

Motion carried, ayes all.

(2) Common Web Application

Knippel summarized update information provided in a handout that he gave to the Committee at the meeting (see Attachment B). He stressed that the intent of this proposed pilot project is to document whether multi-party collaboration to develop and maintain commonly needed web-based geospatial applications improves efficiencies. He explained the: a) target audience for the application as the general public, b) process used to develop the bid specifications, c) intention to receive 2-3 qualified bids from competing vendors, and d) intention to involve all affected parties in the selection process. He commented that the project has stimulated application-related dialogue that had not previously occurred, which the Workgroup perceives as a major benefit of project thus far.

Knippel noted, speaking as the Dakota County GIS Coordinator, that the proposed collaborative model will have more initial overhead than developing the application on their own but that in the long run he is confident that the collaborative arrangement will enable participants to share costs and expertise.

In response to a question from Henry concerning an explanation of the difference between the functionality associated with the proposed DataFinder upgrade and the proposed Common Web Application, Knippel clarified that the proposed common web application is not intended to serve as a data access tool, as is DataFinder, but rather the common web application would limit the user to queries of the source data for specified information supported by the application.

Vander Schaaf asked for clarification about the regional purpose since not all of the counties would be participating, given Hennepin County notice that they would not be participating. Harper commented that the purpose of this pilot project is to evaluate benefits that can be gained from collaboration, which does not necessarily mean all seven counties need to participate. She asked the group to reflect on early strategies employed by MetroGIS to build trust and cooperation and that eventually all seven counties did achieve a common policy regarding access to parcel data. She stated that, as with parcel data, not all of the counties are in the same place regarding geospatial application development and that this proposal is an excellent way to began to build the environment necessary to achieve greater consistency over time.

Simmer noted that Hennepin County was concerned that the proposal calls for public access to parcel data, which led to the writing of the letter referenced above, and was seen as a potential conflict with their NAZCA installation. County staff believes the proposed functionality is provided by NAZCA, and therefore they see no benefit from participating.

Claypool raised a concern that the vendor that developed Ramsey County's web application that has similar functionality to that proposed via this project was not aware of this project until only recently. The Staff Coordinator asked Claypool if he had reviewed the proposed design specification and if he felt that were skewed to favor any particular vendor. Claypool commented that the proposed design specifications are fine and repeated his concern that a bids need to sought from a broad field of qualified vendors.

Chairperson Read asked for permission to extend the meeting until approximately 3:30 p.m. Permission was granted.

Bitter asked if the Workgroup would be willing to consider a non-ArcIMS solution. Knippel commented that there is no intention of ruling out possible cost-effective solutions. The assumption is that an ESRI-based solution would be the most cost-effective because each county with an IMS implementation utilizes an ESRI software platform and another is planning to install one in 2007.

Drealan suggested that the Committee separate data access concerns from the general concept of investigating efficiencies that can be achieved by collaborating to develop and support commonly needed web applications. He stated that Carver County is in favor of pursuing the pilot because they are convinced that significant efficiency benefits are possible while enhancing their current e-government capabilities. Harper concurred and emphasized that the project should not be viewed as an all or nothing prospect and that development of a framework and incremental implementation has been proven to be an effective approach in the past. She reiterated that she is troubled by the thought that if only five counties are currently willing to participate that the project might not proceed. Knippel reiterated that the goal is to define ways to leverage resources with the understanding that not everyone is in the same place now but that over time greater cooperation is possible if a framework is in place. Henry concurred that a policy to collaboratively pursue support of common application needs is sound.

Maki reaffirmed that the pilot project goal to investigate efficiencies that can be achieved through collaborative design and support of commonly needed applications has a greater purpose than access policy related to any particular data proposed to be accessible via the application.

In response to a comment about the timeframe for securing funding for this pilot project, Vander Schaaf stated that a carry over of the subject funding into 2006 should not be ruled out and that moving slowly to thoroughly evaluate all aspects of the project would be viewed more favorably than rushing the project to meet a year-end budget deadline.

Motion:

Drealan moved and Harper seconded to:

- a) Assign the matter of data access policy, in particular pertaining to parcel data, to another workgroup (tentatively the County Data Producers Workgroup) and limit the Common Web Application Workgroup's efforts to investigation of the efficiencies associated with pursuing a collaborative solution to design and support of commonly needed geospatial applications. The Chair and Staff Coordinator were also encouraged to engage in the access policy dialogue and to keep the Committee apprised of progress made to address the issue.
- b) Direct the Workgroup is seek out bids from qualified vendors, evaluate the bids, and share the results with the Committee at its December meeting, with the understanding that no commitment has been made concerning access to licensed data or to spending pilot project funding at this point.

Motion carried, ayes all, with Vander Schaaf/Gelbmann abstaining.

(3) Fill in Missing Regional Parcel Data Attributes

There was no discussion of topic at the meeting due to lack of time.

(Editor's note: The proposer is no longer requesting funds for a forum(s) to explore possibilities with each county. The initial proposal requested \$500 for this purpose in 2005. Rather, the proposer plans to conduct interviews onsite with county staff to document the current situation in each county regarding Regional Parcel Data attributes that are yet not populated. The proposer will then offer alternatives compatible with the various county situations.

d) GIS Demonstration Topic for October Policy Board Meeting

Henry suggested that the Committee consider demonstrating the Pictrometry product to the Board at its October meeting. Chairperson Read suggested consideration of the website associated with the Emergency Preparedness interim solution. After hearing a short presentation from Gelbmann about the Natural Resources Atlas that was recently developed by the Metropolitan Council, the group concluded that it was a better fit in terms of demonstrating the benefits of data sharing. It was agreed that Pictrometry should be added to the list of options for future consideration.

(Editor's note: Policy Board Chair Reinhardt requested the Emergency Preparedness Workgroup to utilize the website cited above to help the Board members better understand the expected benefits of the proposed regional solution.)

e) Preliminary 2006 Major Program Objectives

Chairperson Read summarized staff's suggestion to maintain the same program objectives for 2006 as in 2005 until the pending Strategic Directions Workshop is held, which is tentatively anticipated to occur in spring 2006.

Motion: Givens moved and Maki seconded to maintain the status quo in terms of 2006 work programming until the proposed MetroGIS Strategic Directions Workshop is held. Motion carried, ayes all.

f) Quarterly Performance Measures Anomaly Report

Due to a lack of time there was no discussion of this item than to accept staff's request to modify the reporting period for document download metric related to performance measurement. The modified policy permits use of reporting based upon standard calendar quarters or metrics which results in data that will be two months old by the time the Committee sees the report.

g) Google Earth – Possible to Leverage for MetroGIS Community's Needs?

Due to a lack of time there was no discussion of this item.

6. PROJECT UPDATES

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

7. INFORMATION SHARING

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

8. NEXT SCHEDULED MEETING

December 14, 2005, 1:00-3:00 p.m.

9. ADJOURN

The meeting adjourned at 3:49 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff



TO: Coordinating Committee

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

SUBJECT: Summary of October 2005 Policy Board Meeting

DATE: December 1, 2005
(For the Dec 14th Meeting)

The following major topics were considered/acted on by the Policy Board on October 19th. Refer to the meeting minutes http://www.metrogis.org/teams/pb/meetings/05_1019/min.pdf for the discussion points.

Emergency Preparedness – Proposed Interim Regional Solution Report

The Policy Board unanimously approved the process endorsed by the Committee for testing in a full production environment, with the understanding that the process graphic presented to the Board will be improved to illustrate program, rather than process outcomes. In so doing, the Policy Board and, in particular, each county representative agreed that during the testing its members would:

- 1) Advocate among the leadership of their respective organizations for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.

The Board also authorized Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

It was acknowledged that the presence of accurate data maintained in a system that permits analysis of “what if” scenarios would provide an enormously valuable training tool, in addition, to the system’s primary purpose to support emergency preparedness efforts.

Strategic Directions Workgroup and 2006 MetroGIS Work Plan

A program evaluation of MetroGIS that had been prepared by the Metropolitan Council’s Audit Unit was shared with Board members. Member Pistilli characterized the findings as complimentary to the products of MetroGIS’s efforts but also raised some questions about MetroGIS’s reporting and organizational structures, noting that in his opinion, that what seems to make MetroGIS work also raises these questions.

The Policy Board members expressed support for Council’s program evaluation process, acknowledging that sufficient public value must be received in return for support of such initiatives. Board members were informed they would have an opportunity to provide substantive input into the Council’s process from this point on. Member Pistilli also noted that the Council’s proposed 2006 budget for MetroGIS maintains funding at the 2005 level, consistent with the Policy Board’s April 2005 request.

Motion: Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS’s Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.



TO: Coordinating Committee

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

SUBJECT: Election of Officers

DATE: November 21, 2005
(For the Dec. 14 Mtg.)

REQUEST

The Committee is respectfully requested to elect a chair and vice-chair to serve during 2006.

Nancy Read and Randy Knippel were elected to their first terms as chair and vice-chair, respectively, at the Committee's December 2004 meeting. Both have acknowledged that they would accept second terms if that is the wish of the Committee.

BACKGROUND

1. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.
2. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected."
3. Article III; Section 7 states "The Coordinating Committee shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected."
4. The Operating Guidelines state that the Committee's officers are limited to two consecutive terms, unless no one else is willing to serve.

RECOMMENDATION

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2006.

COORDINATING COMMITTEE MEMBERSHIP

(As of November 18, 2005)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
<i>Vacant</i>		Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
Chet Harrison	CB Richard Ellis	Private Sector (Business Geographics)
Terese Rowekamp	Rowekamp Associates	Private Sector (GIS Consultant)
Al Laumeier & Allan Radke	CenterPoint Energy & Xcel Energy (<i>Share a seat on a rotating basis</i>)	Private Sector (Utility Company)
Steve Lorbach	City of St. Paul (AMM-Large City)	Public - City
Bob Cockriel	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencil	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Robert Maki	DNR	Public - State Agency
Ned Phillips	Rice Creek Watershed District (MAWD)	Public - Watershed. District

Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry (<i>There was no vice chair in 1996</i>)
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005	Nancy Read	Randy Knippel



TO: Coordinating Committee

FROM: Nancy Read, Coordinating Committee Chair (651-643-8386)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Metropolitan Council's Program Evaluation and Audit of MetroGIS

DATE: December 1, 2005
(For the Dec. 14 Mtg.)

INTRODUCTION

This item was placed on the agenda at the Chair's request. A management representative of the Metropolitan Council has agreed to summarize the Council's recently completed Program Evaluation and Audit of MetroGIS (separate document at http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf).

The purpose of this presentation is to review "Potential Scenarios", discuss if/how the Committee might wish to submit comments, and consider implications for the Strategic Directions Workshop planned for 2006.

BACKGROUND

1. Metropolitan Council management first made its Program Evaluation and Audit of MetroGIS available as a handout at the MetroGIS Policy Board meeting on October 19th. As of this writing, the details concerning a process to receive comment from other MetroGIS stakeholders had not been decided.
2. Preparations for a Strategic Directions Workshop were suspended in late spring 2005, at the request of the Metropolitan Council. The Council had asked for more time to complete its internal evaluation of benefits received from its investment in MetroGIS and to articulate any issues or concerns that it may wish to bring to the Workshop. All essential stakeholders had been encouraged at the Committee's March meeting to conduct similar internal investigations prior to the Workshop to ensure that the workshop produced useful results.

RECOMMENDATION

No action is requested other than to ask questions of the presenter, as desired.



TO: Coordinating Committee
FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)
SUBJECT: Modification to Operating Guidelines – Decision Making Between Meetings
DATE: November 27, 2005
(For Dec 14th Meeting)

INTRODUCTION

An amendment to MetroGIS’s Operating Guidelines is attached for the Committee’s first reading. It provides procedures to authorize decision making between meetings.

Second reading would occur at the Committee’s March meeting. Chairperson Reinhardt will likely advise the Policy Board of status of this matter at the January Board meeting.

PAST ACTION

At its September 21, 2005 meeting, the Committee:

- 1) Concurred that the Operating Guidelines should be modified to permit the Committee to make decisions between meetings subject to conditions. (See Agenda Item 4, item 5c, on page 3.)
- 2) Directed staff and Chairperson to propose amendment language to accomplish the desired modification. To comply with 15-day notice requirement, proposal emailed November 19th.

DISCUSSION

This proposal was shared with Chairperson Reinhardt for direction whether to apply the proposed changes to the Policy Board as well as the Committee. She concurred that establishing procedures for “between meeting decisions” is a good idea not only for the Committee but also for the Policy Board. She noted that as the Board chair, she would also prefer to have the option of conducting business for an urgent item via e-mail as opposed to having to call a special meeting and find a date where a quorum of the Board is able to attend.

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

RECOMMENDATION

That the Coordinating Committee grant first reading approval to modify the MetroGIS Operating Guidelines to authorize decision-making between meetings, subject to the conditions set forth in the amendment dated November 27, 2005.

PROPOSED MODIFICATIONS

MetroGIS Operating Guidelines (Rules for Decision Making Between Meetings)

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

Article II Policy Board

Section 5. Voting and Decision Making

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

b) Between Meetings

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

- The Chairperson and Vice-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business"
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

Section 7. Quorum

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

Article III Coordinating Committee

Section 8. Quorum

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

Section 9. Voting and Decision Making

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

a) At Meetings

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

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

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

b) Between Meetings

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

- The Chairperson and Co-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

Section 11. Meetings

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

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



TO: Coordinating Committee

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

SUBJECT: 2005 MetroGIS Major Accomplishments and Annual Report Theme

DATE: December 1, 2005
(For the Dec. 14 Meeting)

REQUEST

The Coordinating Committee is respectfully requested to comment on MetroGIS's major accomplishments over the past year, as listed below, and on the suggested theme for the MetroGIS 2005 Annual Report. (A detailed listing of activities and accomplishments over the past year is also attached for the Committee's information.)

2005 MAJOR ACCOMPLISHMENTS

Significant accomplishments in 2005 include:

- ✓ Interim solution endorsed by the Policy Board for further testing to establish mechanism for coordinated assembly across the seven county region of a variety of datasets critical to Emergency Preparedness efforts.
- ✓ Vision statement endorsed by the Policy Board to guide implementation of a regional "addresses of occupiable units" dataset.
- ✓ Vision statement endorsed by the Policy Board to guide implementation of a regional "E911-compliant street centerline data".
- ✓ Agreement in principle reached with U.S. Census Bureau to use regionally-endorsed street centerline data in 2010 Census products.
- ✓ Initiative launched to explore partnering opportunities with non-government interests to achieve common needs.
- ✓ Produced eighth testimonial to the benefits of MetroGIS's efforts – City of Roseville/Ramsey County GIS Users Group.
- ✓ Realized continued growth in data distribution activity from DataFinder and use of the general MetroGIS website.
- ✓ Selected by the Open Geographical Consortium as its top U.S. example of local/regional geospatial data distribution architecture in a publication entitled "Server Architecture Models for the National Spatial Data Infrastructure (NSDI)".
- ✓ Selected as the only collaborative governance structure in United States that exhibited "new policy options and institutional structures associated with the formulation and implementation of successful SDI (spatial data infrastructure) initiatives". The book, entitled "*GIS Worlds – Creating Spatial Data Infrastructures*", was published by ESRI Press and written by Dr. Ian Masser, an internationally acknowledged expert in the field.
- ✓ Selected by URISA as among its top 15 all time Exemplary Systems in Government (ESIG) Award recipients.

2005 ANNUAL REPORT

The proposed core theme for the 2005 annual report insert is the same as last year - how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so. In particular, this past year MetroGIS's impacts were demonstrated through improved access to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered through MetroGIS's efforts. The report would also talk about preparations made in 2005 for the pending 2006 Strategic Directions Workshop. Jeanne Landkamer has again agreed to produce the MetroGIS 2005 Annual Report, as she has done for the past several years.

As has been the case for the past three annual reports, the single page, double-sided format, written from Chairperson Reinhardt's perspective, is proposed. The report would again be distributed in combination with an informational brochure designed to have a shelf life of 2-3 years. A new brochure was produced in 2004. It can be viewed at http://www.metrogis.org/about/annual_reports/05brochure.pdf.

RECOMMENDATION

That the Coordinating Committee suggest any additions and/or modifications to the:

- 1) Listing herein of major MetroGIS accomplishments in 2005.
- 2) Proposed theme for the 2005 annual report of "how the MetroGIS's efforts are making a difference and facilitating improvements via e-government while doing so".

Year End Detailed Status Report

MetroGIS Activities and Accomplishments

- 2005 -

I. Regional Information Need/Data Solutions – Data Component:

a. Addresses

A vision statement was approved by the Policy Board on April 27th for a regional strategy to capture and maintain addresses for all occupiable units (both residential and non-residential), whereby the data can be readily shared among government interests that serve the seven-county, Minneapolis-St. Paul region. A white paper was completed in September and presented at the State GIS/LIS Conference for comment. General procedures and policies needed to accomplish the vision are outlined in the white paper. It can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

b. Census Geography

MetroGIS staff successfully brokered an agreement between the U.S. Census Bureau and The Lawrence Group (TLG) to incorporate the TLG regional street centerline dataset into the 2010 census geography, subject to the data meeting accuracy requirements. Testing thus far has been favorable. This agreement has been sought for several years, as it is expected to result in substantial time and cost savings for local governments. Municipalities and counties will be able to “redistrict” new census boundaries using centerline data that aligns very closely with their own. Similarly, the Metropolitan Council will not have to realign the final products with accurate geospatial data, a project that cost over \$72,000 for the 1990 and 2000 Census boundaries.

c. Emergency Preparedness

The Policy Board endorsed a regional strategy for further testing, in a full production environment, through which the seven counties and others propose to collaborate to gather and maintain several data themes fundamental to each of their efforts to support emergency service mandates. A document, which provides details regarding data content and custodial role and responsibility details, can be viewed at http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf. This endorsed regional strategy also places emphasis on outreach efforts to demonstrate the benefits of GIS technology to officials in the emergency management community. Part of the outreach initiative involved implementation of a password protected Web-based application to demonstrate GIS data currently available to the emergency management community. In May, the Emergency Preparedness workgroup hosted a seminar for emergency managers to inform them about GIS capabilities relevant to their work.

d. Existing Land Use:

In response to questions raised by the Policy Board, the Coordinating Committee decided to host a forum for community development professionals to further investigate the desirability of leveraging the American Planning Association’s LBCS scheme which integrates several aspects of land use (e.g., structure type, function, and ownership) into a single data structure. This forum is to occur following the pending Strategic Directions Workshop, assuming Existing Land Use continues to be topic for consideration of a regional solution.

e. Highways and Roads:

A vision statement was accepted by the Policy Board on April 27 to pursue enhancements to the current regional street centerline solution to address needs of the E-911 community. This statement can be viewed at http://www.metrogis.org/teams/workgroups/e911_streets/05_0420_pbreport.pdf. This endorsed regional vision seeks to integrate GIS technology into the day-to-day operations of the region’s 27 PSAPs. This strategy is expected to play an important role in the region’s efforts to deal with commonly needed information related to supporting addressing for residences, business suites, and other locations important to the broader MetroGIS community. The Metropolitan Emergency Services Board (MESB) took action in October in accordance with achieving this vision by approving an investment of specialized software to ensure Master Street Address Guide (MSAG) data records are fully synchronized with associated street centerline data managed in a GIS environment.

No substantive progress was made in 2005 on a second collaborative initiative for which MnDOT is the lead organization. The project involves operationalizing an anchor/segment database model under

development by MnDOT with consultant assistance. The goal is to create a sustainable means to integrate, as needed, data associated with street centerlines but maintained in disparate source data files with differing standards by way of a technology solution. MnDOT extended an invitation to MetroGIS in 2004 to collaborate, through a pilot project, on refining the prototype software, accompanying polices and procedures, and associated tools/applications, as needed, to achieve common objectives. Michael Dolbow, GIS Specialist with the Metropolitan Council, was the lead staff for testing in the MetroGIS environment. Mr. Dolbow left the Council and a decision has not been made whether someone with his skill set will be retired in his place.

f. Hydrology

No substantive progress made to delays in the delivery of imagery required to conduct a pilot project.

g. Jurisdictional Boundaries

- Watershed District Boundaries. Washington County initiated a project in 2004 to prototype primary data capture standards, associated custodian roles and responsibilities, and outline options for organizations that have a business need to serve as the Regional Custodian (aggregate the boundary data produced by the seven counties into a regional dataset. Due to reductions in staff resources, no progress was made in 2005.
- School District Boundaries. No work was initiated to identify an appropriate regional custodian due to budget cuts and reorganization of LMIC. LMIC had been identified as the most logical custodial option given their as contractor relationship with the Department of Education.

h. Land Cover

The extent of coverage is now up to 75 percent of the seven county region. Work is currently in progress to extend the coverage another 12 percent. A map of the coverage status can be viewed at http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf. In addition, a technical forum for current users forum was held on December 16 to share new coding and systems criteria.

i. Parcels:

▪ Government and Academic Interests

On January 31st, Version 2.0 of the regional parcel dataset was released. Three quarterly updates were also produced. The number of attributes was expanded from 25 to 66 and a parcel point database was added. (These enhancements were made possible with the execution of the 2004-2008 Parcel Data Sharing Agreement in December 2004.)

▪ Non-Profit and For-Profit Access

- 1) *Non-Profits:* A proposal was received in July from a consortium of neighborhood groups active in Hennepin and Ramsey Counties. They requested access by non-profit interests to the regional parcel dataset. A pilot project with Hennepin County was initiated to work out the specifics, since neighborhood groups currently have access to Ramsey County parcel data via the Ramsey County Users Group. This pilot project is in progress and a component of the M3D project. (See Item IIIe, below.)
- 2) *For-Profits:* The County Data Producer Workgroup ceased its efforts to streamline licensing and distribution to non-government interests. The group concluded, based upon the difficult and time consuming negotiations required to achieve a common license for government entities, that there was insufficient interest in the data from non-government interests to justify an anticipated equally, if not more different negotiations, to standardize a license for non-government access.

▪ View Only Access For Parcel Data

In November, agreement was reached with Hennepin County through which county staff are willing to evaluate implications of allowing view-only access to parcel data via a web-based application prototype to be provided by the Metropolitan Mosquito Control District (MMCD). The MMCD believes they can deliver the application prototype to county staff early in 2006.

j. Socioeconomic Characteristics of Areas

- The University of Minnesota Population Center continued to serve in its capacity as regional custodian for the MetroGIS Socioeconomic Resources Page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp).

- The Metro Public Health GIS Users Group secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. This action was facilitated by Policy Board's January 2004 action adopting of a regional to the Socioeconomic Information Need. Data, such as the attributes associated with births and deaths (e.g., the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. This proposal will be forwarded to the state Department of Health.
- Efforts to improve usability of two datasets cited in addition to the birth and death data, above, that were also identified in the Policy Board's January 2004 action, have been abandoned, at least for the time being, due to inability to secure a champion(s) to lead the needed work. These efforts involved County social service and First Call for Help records.

II. Regional Information Need/Data Solutions –Application Component:

- a) **Mailing Label Application:** The first regional application became fully operational in May 2005. It can accessed licensed users of the regional parcel dataset at <http://www.datafinder.org/labels/login.asp> .
- b) **Emergency Preparedness:** A prototype application was launched in April for testing and refinement. (See Item Ib.) Its primary purpose is to inform the emergency preparedness community of data resources available via the GIS community.

III. Special Studies/Projects –Leveraging Investments

- a. **MetroGIS Strategic Directions Workshop.** Efforts to prepare for this workshop were suspended spring 2005. Suspension was at the request of the Metropolitan Council until it had completed an internal evaluation of benefits received from its investment in MetroGIS and to articulate any issues or concerns that it may wish to bring to the subject Workshop. The Council's resulting Program Evaluation can be viewed at http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf. As of this writing, the details of a process had not been decided to obtain feedback from other stakeholders regarding the conclusions set forth in this document.
- b. **Beyond Government Users: Future Directions for MetroGIS.** A forum was hosted on November 15th at the direction of the Policy Board to evaluate the potential for partnerships with non-profit and/or for-profit interests to address common geospatial needs. 33 individuals representing 13 different interest categories participated. A summary document can be viewed at <http://www.metrogis.org/>. The top three themes of ideas identified were: How can we work together to reduce costs?; What innovations can we work together to develop?; and How can we promote a statewide organization? The results of this forum will be a topic of discussion at the pending, Strategic Directions Workshop (Item A, above).
- c) **ApplicationFinder Concept:** No progress was made in 2005, due to postponement of Strategic Directions Workshop (see Item IIIa). In December 2004, the Coordinating Committee endorsed a preliminary technology strategy (ApplicationFinder concept) to help MetroGIS stakeholders discover existing applications pertaining to various business needs and authorized creation of a workgroup to develop a proof of concept to demonstrate that the desired functionality can not be adequately achieved through the use of the established Goggle web-search tool.
- d) **Investigate Exchanging Parcel Data for Utility Infrastructure Data.** No progress in 2005. Representatives from three utility companies renewed their interest in reviewing the regional parcel dataset and decide whether it had value to their operations. Discussions had been suspended while negotiations were in progress renewal of the GIS Data Sharing Agreements with the counties. Two of the three expressed interest in further talks but had not had an opportunity critically evaluate the newest version of the regional dataset. Utility interests were well represented at the November 15th forum for non-government interests.
- e) **2005 Regional GIS Pilot Project Program.** Three projects received concept approval (DataFinder Café Upgrade, Common Web-based Query Design, and Fill in incomplete attributes for the Regional Parcel Dataset. As of this writing, only the DataFinder Café proposal remained positioned for funding.)
- f) **M3D Project.** The M3D project (<http://www.cura.umn.edu/M3D>) is important to MetroGIS because in addition to assisting with a resolution to the access policy for non-profit interests this project also involves development of a web-based geospatial application that will address common information needs of the broader MetroGIS community. The Staff Coordinator and several individuals active in MetroGIS

initiatives serve on the M3D Steering Committee. In October 2005, the “alpha” version of the M3D application was launched for testing at <http://map.deed.state.mn.us/m3d> - User Name: M3D Password: test.

- g) National Street Address Data Standard. MetroGIS's Address Workgroup's efforts to define workable address standards for a regional Occupiable Units Address Dataset played a substantial role in the recently released draft national standards that are being developed through the URISA under the auspices of the FGDC. Supporting organizations are NENA and the U.S. Census Bureau. The final review period for the standard ends in January. The standard is expected to be finalized in May of 2006. This standard will be evaluated for use with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset.
- h) The National Demonstration Project on Land Market Monitoring The Metropolitan Council is participating in a project titled The National Demonstration Project on Land Market Monitoring. The project will develop and demonstrate GIS residential capacity analysis methods used at the Metropolitan Council and at four other organizations across the county. Other participating organizations include Portland OR, Sacramento CA, Orange County FL and the State of Maryland. Lincoln Institute of Land Policy is supporting the project and the University of Maryland, National Center for Smart Growth is leading the project. The extensive GIS data available through MetroGIS was key to the Council being selected as a participant in this project.

IV. Data Discovery and Acquisition – Other than Topical Applications

a. Support MetroGIS DataFinder

- DataFinder Café: A multi-part user survey was conducted in May and June to establish the foundation for setting functional priorities for the next generation of Café. Coordinating Committee approval was received in September for design priorities and a request was made of the custodian (Metropolitan Council) to implement as many of the desired functions, as possible, with available funds with the understanding the project is dependent upon obtaining approval to purchase a new web server. As of this writing, negotiations were in process concerning purchase of the server.
- Data User Information. MetroGIS again contracted with the firm Quova to produce a report to document the geographic location of the entities that download data from DataFinder. The finding was that over two-thirds of the downloading activity is to entities located within the seven county metro area and adjoining counties.

b. Promote of DataFinder As A Common Tool – Leveraging the Investment:

- Washington County continued its use of the web server that supports Café to provide external Internet access to the county's parcel query application activity. Use of the Café server is saving the county approximately \$10,000 annually in Application Service Provider (ASP) fees plus the cost of hardware and software and related licensing expenses.
- In addition to the Metropolitan Council, 10 organizations are utilizing MetroGIS to distribute geospatial data they maintain and 18 are using DataFinder as a search tool for discovery of their data.

IV. Outreach

a. Annual Report:

The 2004 Annual Report was distributed to over 1,900 persons and handed out at several conferences and forums. A copy can be viewed at http://www.metrogis.org/about/annual_reports/index.shtml.

b. Newsletter Articles:

Articles about MetroGIS's activities and accomplishments were submitted for publication in each of the quarterly issues of the statewide GIS/LIS newsletter.

c. General Information Web site - www.metrogis.org:

This website serves as MetroGIS's institutional memory and main vehicle for keeping participants informed. This site is averaging nearly 8,000+ visits per month.

d. County GIS User Groups:

- Quarterly updates of MetroGIS's activities are provided to each user group. Staff attended as many user group meetings as possible to encourage use of adopted best practices and answer questions about MetroGIS's activities.

- Arranged for Council facilitator to assist Scott County GIS Users Group with a strategic planning workshop.
- e. Coordination with **State (Beyond Metro)** Geospatial Activities/Information Requests:
- Staff and Coordinating Committee members served as liaisons to Governor's Council on Geographic Information committees and workgroups: Emergency Preparedness, Hydrographic Data and Standards, Geospatial Infrastructure Workgroups and served on the Council itself.
- f. Coordination with **National/International** Geospatial Activities/Information Requests:
- January: Interviewed by Geospatial One Stop / The National Map Team concerning partnering on related best practices. Resulted in a publication documenting best practices.
 - January: Interviewed by Tom Pelsoci who was working a study to define the benefits of geospatial collaboration focusing on The National Map. Resulted in a publication documenting best practices.
 - March: A book, written by Ian Masser, was published by ESRI in which MetroGIS is showcased as the only North American example of a regional implementation of NSDI philosophies – governance structure and demonstrated ability to bundle operational capacities across multiple organizations as if a single enterprise.
 - April 6: URISA invited MetroGIS to submit an update to MetroGIS's 2002 winning ESIG application for publication in a book highlighting the 15 best ESIG projects recognized by URISA. The publication is expected to go to print in December.
 - April: Interviewed by Dave Dubauskas, City of Edmonton, Alberta. Interested in institutional relationships that have been implemented to share custodial responsibilities for commonly needed data.
 - April: MetroGIS's efforts were cited as the only regional example by the Open Geographic Consortium in their publication entitled "Server Architecture Models for the National Spatial Data Infrastructure (NSDI)" (http://portal.opengeospatial.org/files/?artifact_id=9984&version=2&format=pdf).
 - May: Metropolitan Regions Spatial Information Workshop, Washington D.C. MetroGIS Staff Coordinator summarized MetroGIS's functions and accomplishments, with specific emphasis on institutional relationships that have been implemented to share custodial responsibilities to support solutions for commonly needed data. The conference host paid all travel expenses. Development of a guidebook of best practices for establishing regional data sharing collaborations was launched at this forum. The publication is expected to be published in early 2006.
 - May: Interviewed by GIS Coordinator with the University of North Carolina – Charlotte. Role of multiple custodians sharing responsibilities and method for adoption of standards.
 - November: Staff Coordinator attended the Innovations in Governance Program at the Kennedy School of Government. The focus was on governance issues related to sustaining multi-sector/multi-organizational solutions to important public needs.
- g. Formal Presentations:
- April: Miami Valley Regional Planning Commission, Dayton Ohio. MetroGIS Staff Coordinator summarized MetroGIS's functions and accomplishments, with specific emphasis on institutional relationships that have been implemented to share custodial responsibilities for commonly needed data. The conference host paid all travel expenses.
 - April 5. FEMA forum – *appropriate to list here?* The conference host paid all travel expenses
 - October 4. GIS/LIS Conference: (See Item Ia.)
 - November 5. Orlando Conference – *appropriate here?*
 - Presentations to at least five organizations regarding Emergency Preparedness.

V. Project Management/Administration

- a. Administered Performance Measures Plan – quarterly reports to the Coordinating Committee. The 2004 Annual Report was presented to the Policy Board in January 2005. Work on the 2005 annual report was initiated.
- b. Maintained currency of information on www.metrogis.org – the primary source of a wide variety of information about MetroGIS's mission, accomplishments, benefits, participants, meeting schedules, projects and lessons learned, and endorsed policies.

- c. Maintained currency of metadata and data accessible via www.datafinder.org - MetroGIS's primary data distribution mechanism.
- d. Maintained licensing records for access to street centerline data (169) and parcel data (66).
- e. Secured a time extension for the unused \$15,800-plus portion of a federal grant received to upgrade DataFinder Café, conducted a user survey, identified functional priorities, researched options to achieve the desired functional priorities, and prepared a recommendation that was under consideration at the time of this writing.
- f. Provided a variety of information about MetroGIS to the Metropolitan Council's team for preparation of a Program Evaluation and Audit of MetroGIS. The document describes how the Council benefits from its investment in MetroGIS and outlines several suggestions for further study.
- g. Significant documents produced:
 - 2004 Annual Report (www.metrogis.org/about/annual_reports/index.shtml)
 - 2005 Performance Measurement Report (http://www.metrogis.org/benefits/perf_measure/index.shtml)
 - A testimonial from the City of Roseville to the benefits of MetroGIS's efforts was prepared. It can be viewed at <http://www.metrogis.org/benefits/testimonials/index.shtml>.
 - White paper - A Regional Occupiable Units Address Dataset A Vision... (It can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.)
 - White paper – MetroGIS Emergency Preparedness Workgroup Project Report (January 2003 to August 2005) (It can be viewed at http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf.)
 - Summary report for the November 15th forum entitled “Beyond Government Users: New Directions for MetroGIS.” It can be viewed at <http://www.metrogis.org/>.
- h. Meetings supported by MetroGIS staff support team:
 - Policy Board (4)
 - Coordinating Committee (4)
 - Technical Advisory Team (2)
 - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
 - ✓ Address Workgroup (4)
 - ✓ E911-Compliant Street Centerline Workgroup (1)
 - ✓ Emergency Preparedness Workgroup (7)
 - ✓ County Data Producers Workgroup (1)
 - Special Events: (1)
 - ✓ Non-Government Perspective Forum – Beyond Government Users: New Directions for MetroGIS (November 15)



TO: Coordinating Committee

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

SUBJECT: 2006 Committee Meeting Schedule

DATE: November 22, 2005
(For the Dec. 14 Meeting)

REQUEST

The Coordinating Committee is respectfully requested to set its meeting schedule for 2006.

POLICY BOARD SCHEDULE

On October 19, the Policy Board adopted the following meeting schedule for 2006: January 18, April 19, July 19, and October 18, all 3rd Wednesdays of the month.

DISCUSSION

The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday starting at 1:00 p.m. at the Minnesota Counties Insurance Trust (MCIT) building. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

<u>Suggested Meeting Date</u>	<u>Anticipated Major Topics***</u>
Special Meeting? (TBD)	<ul style="list-style-type: none">▪ Strategic Planning Related
March 29, 2006 5th Wednesday	<ul style="list-style-type: none">• View-Only Data Policy (Parcel Data)• Hydrology Information Need Recommendation• 2006 Regional GIS Project Program• Strategic Directions Workshop
June 28, 2006 5th Wednesday	<ul style="list-style-type: none">• Regional Street Centerline Dataset E911 Compatible• 2006 Workplan• Solution for School Jurisdictional Boundary Information Needs• Business Plan Update Strategy
Sept. 20, 2006 3rd Wednesday	<ul style="list-style-type: none">• Solution for Highway and Road Network Information Need• Solution for Existing Land Use Information Need (<i>follow strategic directions</i>)• 2007 Preliminary Workplan and Budget
Dec. 13, 2006 2nd Wednesday	<ul style="list-style-type: none">• Endorse 2007-? Business Plan• Priorities for 2007 Regional GIS Projects (<i>Data Enhancement and Related Applications</i>)• Regional Emergency Preparedness Solution – Formal Endorsement• Election of Officers

*** Assumes that outcome of pending Strategic Directions Workshop will acknowledge previously established priorities and work in process.

RECOMMENDATION

That the Committee set its meeting schedule for 2006.



TO: Coordinating Committee

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

SUBJECT: Non-Profit Representative on Committee

DATE: November 29, 2005
(For the Dec. 14 Mtg.)

REQUEST

The Coordinating Committee membership is respectfully requested to identify a candidate(s) to represent non-government interests on the Committee.

This past July, Jeff Corn resigned from the non-profit seat on the Committee. Prior to that time, he was with a non-profit Minneapolis neighborhood council. In July, he accepted a position with CURA at the U of M and, as such, resigned his seat on the Coordinating Committee.

BACKGROUND

Article III, Section 2 of MetroGIS's Operating Guidelines states that "...interest categories (*represented on the Coordinating Committee*) shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, **nonprofit organizations that serve as adjunct resources for local government**, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS".

DISCUSSION

On November 15th, MetroGIS hosted a forum targeted to non-profit and for-profit interests (see Agenda Item 6b) to invite them to identify ideas for partnering with the public sector to address common geospatial needs. Following the forum, Chairperson Read suggested that one or more of the individuals who attended this forum, on behalf of a non-profit interest, should be considered as a potential candidate to fill the subject vacancy. Individuals affiliated with non-profit interests who attended the November 15th forum were as follows:

Participant Name	Organization Represented
Boyer, Liz	1000 Friends of Minnesota
Horning, Jessica	Greater Minneapolis Day Care Association
Moore, Chris	Greater Minneapolis Day Care Association
Wakefield, Sally	1000 Friends of Minnesota

RECOMMENDATION

That the Committee identify a candidate(s) to invite to serve as the non-profit representative to the Coordinating Committee.



TO: Coordinating Committee
FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)
SUBJECT: GIS Technology Demonstration – January 2006 Policy Board Meeting
DATE: December 6, 2005
(For Dec 14th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board’s January 18th meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

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

DISCUSSION

Professor Shashi Shekhar of the University of Minnesota is willing to talk about a project he has been working on entitled, “Evacuation Planning for Homeland Defense: A Capacity Constrained Routing Approach”. See the attached Presentation Fact Sheet for more information.

RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the January 18, 2006 Policy Board meeting.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

Presentation Fact Sheet

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

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

SHORT DESCRIPTION:

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

FUNDING SOURCES:

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



TO: Coordinating Committee
FROM: MetroGIS Staff Support Team
Contact: Randall Johnson (651-602-1638)
SUBJECT: Regional GIS Project Program for 2006
DATE: November 29, 2005
(For Dec 14th Meeting)

INTRODUCTION

Chairperson Read asked to include this item on the agenda to begin a process as soon as possible to address issues encountered with the 2005 Regional GIS Project Program.

BACKGROUND

1. 2005 was the first year this program was offered. The idea for it grew out of the negotiations for the current the 2004-2008 Parcel Data Sharing Agreement. Prior to the current agreement, pilot program funding had been essentially targeted to counties, in large part, to enhance their capabilities to support the desired content standards and custodian roles and responsibilities associated with the regional parcel dataset. The parties agreed to separate funding for regional pilot projects from that associated with the agreement.
2. In October 2003, the Policy Board adopted the policy guidelines listed in Attachment A to govern the Regional GIS Project Program. The program did not go into effect until January 2005 because agreement on the broader 2004-2008 Parcel Data Sharing Agreement was not reached until December 2004.
3. The submittal requirements for the 2005 program are listed in Attachment B.
4. Three proposals were granted concept approval by the Policy Board in July 2005 but only one of them remains positioned to utilize funds budgeted for this purpose. (See Agenda Item 6c for more information). Given the extenuating circumstances encountered with the 2005 projects, Metropolitan Council management has agreed to request to roll over the unused 2005 funding (\$16,500) for use in 2006, in addition to the \$22,000 included in the 2006 budget for this purpose, assuming the 2006 budget is approved as currently proposed.

DISCUSSION

The primary purpose of this program is to pilot ideas that have the potential to evolve into regional solutions to address common geospatial needs. Documenting lessons learned from the 2005 experiences would likely be useful to future proposers. The 2005 program requirements and guiding principles adopted in 2003 should also be reviewed for possible modifications that could avoid obstacles encountered in 2005.

RECOMMENDATION

That the Coordinating Committee consider creating a workgroup to assist with documenting lessons learned from the 2005 program, clarify the importance of this program to fostering innovation, and offer recommendations for desired program improvements.

ATTACHMENT A

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

Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g. counties related to parcel data). They are intended to supplement and expand upon, not supercede, the more general principles¹ that have governed MetroGIS's efforts for some time.

Data Quality and Access Enhancement Funding Principles

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

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

Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the 3rd generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:

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

¹ The following principles governed MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

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

ATTACHMENT B

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



CALL FOR 2005 FUNDING CANDIDATES -REGIONAL GIS PROJECTS -

What Projects are Eligible for Funding?

Only projects that satisfy the objectives of a Regional GIS Project and are associated with a currently authorized MetroGIS workplan activity are eligible for funding. A Regional GIS Project is defined as:

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

How Much Funding is Available?

The 2005 MetroGIS budget allocates \$22,000 for funding of Regional GIS Projects.

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

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project should be funded:

- Statement of project objective and why the requested funding is needed
- How the proposed project aligns with a Regional GIS Project objective(s)
- Importance of the proposed project to implementing a sustainable solution to a defined geospatial community need(s)
- Activities necessary to achieve the project objective and how the requested funds apply
- Breadth of core MetroGIS stakeholder organizational interests supporting the proposal
- Total value and type of required resources that would be leveraged if funding is awarded
- Effect of receiving funding approval for less than the full amount requested
- Time frame for project completion

The full submission should not exceed 2 pages, excluding any supplemental materials.

Who Will Decide and When?

The Coordinating Committee is tentatively scheduled to consider project proposals at its June 2005 meeting. The Policy Board would then consider the Committee's recommendation at its July 2005 meeting. If any funds remain unallocated, another round of proposals would be sought prior to the year's end. Contracts for services must also meet the Metropolitan Council's procurement rules.

Who is Eligible to Submit a Proposal?

Any individuals affiliated with authorized MetroGIS projects, committees and workgroups.

What is the Deadline for Submission?

- Applications must be received by Wednesday, May 18.
- Applications are to be submitted in digital form to Randall Johnson, MetroGIS Staff Coordinator (randy.johnson@metc.state.mn.us).



TO: Coordinating Committee

FROM: Nancy Read, Coordinating Committee Chair (651-643-8386)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Preparation for Strategic Directions Workshop

DATE: December 1, 2005
(For the Dec. 14 Mtg.)

INTRODUCTION

In preparation for the Strategic Directions Workshop planned for 2006, it will be important for everyone to have the same understanding of the philosophy and policies that currently underpin MetroGIS before considering any modifications to current practice.

If substantive modifications are believed to be warranted, a workgroup should be formed to give ample thought to a recommendation to the Policy Board. The Board could then decide if the matter should be a topic for the Workshop or not. The Policy Board expects that it will set a date for the Workshop at its January meeting.

ORGANIZATIONAL CHARACTERISTICS

The attached listing of philosophies and policies (Attachment A) is a product of staff's consolidating information from several documents for the Committee's review and comment. The source information was developed over the years, as MetroGIS created policy that was needed to achieve desired regional solutions to common geospatial needs.

REGIONAL SOLUTIONS IN PLACE

A key component of MetroGIS's efforts has been to focus on institutionalizing custodial roles and responsibilities across organizations needed to sustain the various regional solutions that have been implemented. In Attachment B, a listing is provided of the 10 organizations and the 23 roles that they have voluntarily accepted in support of endorsed regional solutions.

RECOMMENDATION

That the Coordinating Committee identify any desired additions or modifications to the current MetroGIS policy environment summarized in Attachment A, entitled "Collaborative (Governance) Characteristics that Create Public Value", and dated December 1, 2005.

ATTACHMENT A

December 1, 2005

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

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

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
	Improved responsiveness of participant operations to changing expectations of their clients through support of an environment that encourages knowledge sharing and innovation.	X	
Authorizing Environment			
	Common priority information needs (at minimum for essential stakeholders) are defined by the community, not any particular interest(s).	X	
	Policy makers (from all essential participants) are the keepers of a widely participatory process, ensuring all relevant and affected parties are involved in decision making, dominated by none.	X	
	A favorable “political reality check” is obtained from all affected interests when endorsing common geospatial priorities, related organizational policy, and regional solutions to address priority needs.	X	
	Policy makers, representing all essential stakeholders, establish regional geospatial and related organizational policy needed to address common priority needs. Policy making critical to achieve long-term objectives is consensus-based e.g., custodial roles and responsibilities, desired best practices, data standards.	X	
	Existing investments are leveraged to measurably improve service provisions and decision making community-wide.	X	
	Effective inter-organizational relationships are nurtured at the policy, management, and technical levels critical to sustaining long-term collaborative solutions.	X	
	Policymakers advocate (champion) regional geospatial policy within their respective organizations and among their peers.	X	

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
	Champions at the policy, management, and technical levels are nurtured within essential stakeholder organizations by sharing benefits possible through participating in collaborative solutions to achieve common needs.	X	
	A Performance Measurement Program is supported to ensure that performance toward established public value-based outcomes is continually monitored and modifications are made, as needed, to maintain relevancy to essential stakeholders.	X	
Operating Capacity			
	Regional geospatial solutions effectively bundle and coordinate operational capacity across multiple organizations, as if a single enterprise, to collaboratively meet common needs that can not be met by any single organization. (<i>See Attachment B for 23 roles shared by ten MetroGIS stakeholders as of November 2005.</i>)	X	
	Coordinated regional geospatial solutions effectively increase access to, and use of, trusted, reliable and current geospatial data needed to support a wide variety of stakeholders' internal business needs.	X	
	Widely supported solutions to priority common geospatial needs of all essential stakeholders are efficiently and effectively sustained through institutionalizing custodian roles and responsibilities pertaining to geospatial data capture, maintenance, documentation and distribution.	X	
	Voluntary acceptance of community-defined custodial roles and responsibilities fosters an ethic of interdependence and cooperation, as well as, results in the best available data practices at the least cost to the taxpayer.	X	

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
	Organizations with the greatest internal need voluntarily support custodian roles and responsibilities for endorsed regional solutions.	X	
	Collaboration to support custodian roles must cost the host organization(s) less than satisfying the particular information need in a non-collaborative environment.	X	
	Contributions to sustaining regional solutions include funding, human resources, data, equipment or combination thereof	X	
	Custodian organizations are free to achieve regionally-endorsed solutions (community endorsed deliverables) in a manner consistent with their internal needs.	X	
	Equity of contribution (to sustain a regional solution to a common geospatial need) is measured relative to internal benefit to the particular custodian, not organization to organization. (E.g., if a collaborative solution is less expensive than accomplishing an internal need on one's own, equity is achieved).	X	
	No organization is expected to perform a custodial role for the community for which they do not have an internally acknowledged business need or do not have sufficient resources.	X	
	<u>Point of note and topic for policy discussion:</u> Positive feedback from the participants of the forum hosted by MetroGIS on November 15, 2005 to seek partnering suggestions from non-government entities is a sign of MetroGIS's maturity and a realization that further effectiveness to achieve common needs may be possible by partnering beyond the government community.		

ATTACHMENT B
Contributions to Support MetroGIS Endorsed Regional Solutions
(Last Updated: November 17, 2005)

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

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



TO: Coordinating Committee

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

SUBJECT: 2005 Performance Measures Report

DATE: November 29, 2005
(For the Dec. 14 Mtg.)

INTRODUCTION

The 2005 Performance Measures Report could not be completed in time to include in the agenda packet. Staff will attempt to complete and distribute it prior to the Committee's December meeting.

Depending upon the amount of time available to members for review of this report prior to the meeting, the Committee is respectfully requested to decide how best to insure that the results are considered as an input for the pending Strategic Directions Workshop, particularly, in the event that insufficient time is available to consider the topic at the Committee's December meeting.

BACKGROUND

1. For the past three years, staff collaborated with Kathie Doty, with Richardson, Richter & Associates, to produce the annual performance measures report. Ms. Doty's services were not available this year and other staffing priorities have precluded work on this project.
2. Staff is exploring the possibility arranging for Metropolitan Council research staff to assist with the 2005 performance measures report and the possibility also providing assistance with quarterly reporting in 2006 and beyond.
3. Although the Policy Board has requested a performance measures report for MetroGIS's activities on an annual basis, there is no date-specific requirement by which to do so. Presentation of this report has occurred at the Board's January meeting for the past three years. To accommodate this schedule, an October 1 to September 30 time frame has been used.
4. The year-end reporting timeframe was established to coordinate with the work planning and budget preparations for the following year, in the event modifications to either are recommended as a result of performance measure reporting. This not a major concern this year, as work programming and budget recommendations (other than to support the status quo) will not occur until following the pending Strategic Directions Workshop. The results of the 2005 performance measures reporting program will be available for consideration prior to that time.

RECOMMENDATION

1. That the Committee decide if it has had sufficient opportunity to review the 2005 Annual Performance Measures Report for MetroGIS's activities.
2. If sufficient review time has been provided, the Committee is respectfully requested to forward the Report, along with any desired comments, to the Policy Board for consideration at the Board's January.
3. If insufficient review time has been provided, agree on an option to insure that the results are available for consideration at or prior to the pending Strategic Directions Workshop.



TO: Coordinating Committee

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

SUBJECT: Project Updates

DATE: December 6, 2005
(For the Dec. 14th meeting)

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

A) 2006 METROGIS PROGRAM OBJECTIVES

At its October 2005 meeting the Policy Board concurred that work on projects that are in progress should continue into 2006 but that no new initiatives should be considered until following the pending Strategic Directions Workgroup and subsequent Business Planning initiative. See Attachment A for the status of program objectives established for 2005.

B) NON-GOVERNMENT PROSPECTIVE FORUM AND STRATEGIC DIRECTION WORKSHOP

A forum entitled “Beyond Government Users: Future Directions for MetroGIS” was hosted by MetroGIS on Tuesday, November 15th. It was attended by 29 individuals from the non-profit and for-profit sectors, representing 13 different interest categories. A summary document is being prepared. Once the participants have had an opportunity to comment on the accuracy of the document it will be shared with Committee and Policy Board members. The Policy Board requested that this event be hosted in preparation for the pending Strategic Directions Workshop. On a scale of 1-4, 4 being the highest, the participants rated all but one aspect of their participation higher than “3”. The one aspect rated below “3”, at 2.92, was time management.

C) REGIONAL GIS PROJECT PROPOSALS (2005)

(1) MetroGIS DataFinder Café – Upgrade Proposal

The Coordinating Committee, at its September meeting, concurred on desired functional priorities for the next version of DataFinder Café and agreed that the actual software/hardware decisions to achieve these functions should be left to the custodian, in this case, the Metropolitan Council. Council GIS staff subsequently defined a proposal that maximizes functionality with available funding, as requested by the Committee. The GeoCortex software product, in combination with ArcIMS, was found to be the most cost-effective way to achieve the desired functionality. The proposed enhancements to Café also involve the purchase of a new web server, which has been the main focus for the past few weeks. Once the server acquisition is finalized, permission to purchase the GeoCortex product will be sought. An update will be provided at the Committee meeting, as requested at the September meeting.

(2) Common Application Design for Web-based Data Queries

A mutual decision by all affected parties was made in November to cease this project. Committee and Policy Board members should have each received a letter via email confirming the decision to cease further consideration of this project (Attachment B). It is important to note that each of the parties concurs with this decision and believes that from a research perspective, this pilot project has served a useful purpose in that it has demonstrated the complexities that must be effectively addressed to collaboratively implement a geospatial application(s). Staff intends to document this experience, as a 2006 task, for future reference. The experience also has raised the need to rethink the guidelines for future Regional GIS (Pilot) Projects, in particular, when intellectual property rights are involved.

(3) Fill in incomplete attribute fields in Regional Parcel Dataset

The strategy reported at the September Committee meeting had been to conduct interviews one-on-one with county staff who are responsible for managing parcel data, specifically data associated with fields that are not fully populated. Michael Dolbow was to have served as the Project Manager. With Michael's announcement in October that he would be leaving the Council (to become the GIS Coordinator for the Mn Department of Agriculture), work on this initiative ceased and no decision has been made as to whether or not it will continue to be pursued. An update will be provided at the Committee meeting as requested at the September meeting.

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

(1) Address (Occupiable Units) Workgroup

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

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

http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

The Workgroup will meet one more time in 2005 to consider comments received at the Conference and to consider next steps.

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board [MESB; formerly Metropolitan 911 Board] and member of the Coordinating Committee, anticipates sharing the MetroGIS-endorsed vision for this regional solution with the MESB Board once a regional street centerline dataset is established that meets their needs. The MESB unanimously endorsed a GIS data management system earlier this summer that has the potential of managing this dataset.

(2) Existing Land Use

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop. See Item B (above) for more information about this Workshop. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

(3) Emergency Preparedness Workgroup

A summary of the Workgroup's activities follows. *(Submitted by Randy Knippel, Dakota County, Workgroup Chair)*

a) Data Development and Standards

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

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

Workgroup Update – submitted by Randy Knippel, Workgroup Chairperson:

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

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

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

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

b) Public Health - SNS/BT

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

c) Organizing GIS Resources

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

d) Outreach to Emergency Management Community

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

e) Governor's Council on Geographic Information – Coordination

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

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

- a) **The “E911 Address and Street Centerline Workgroup”** had suspended its work on a regional addressable street centerline solution until the Metropolitan Emergency Services Board (MESB) completed procurement of software designed to maintain consistency between

the Master Street Address Guide (MSAG) and street centerline geography (regional street centerline dataset). The MESB is completing its purchase of this software and is now ready to launch Phase II, development/acquisition of a regional street centerline dataset that satisfies E911 needs. The software system will be installed will serve as a foundation for metropolitan 911 response efforts and, in particular, serve as a means to efficiently maintain interoperable street centerline data for the entire region. The intent for Phase II is to work in concert with MetroGIS to pursue a regional solution that leverages resources from both communities, insuring that it meets the needs of both existing users of the TLG street centerline dataset, as well as, the additional needs of the E911 community. The workgroup is also charged with defining a set of business rules, roles and responsibilities for maintaining the regional street centerline product. The goal is to have one set of geometry for all users, but the attributes used by the E911 community may be in a separate, linked database to avoid confusion. Details of these rules and processes have not been finalized.

The MESB is responsible for defining the E911 related needs, business rules, and identifying local address authorities by working with representatives from the Metropolitan Emergency Services Board, LOGIS, and the Public Safety Answering Points (PSAPs). The specifications for the current TLG Street Centerline dataset would provide the standard for the non-911 user community. For those local government (e.g., counties and cities) entities that want to support primary street centerline data capture and transaction management, a survey will be conducted to determine which, if any, of the desired standards they will not be able to support. An RFP is then planned to secure a 3rd party to provide these data. A plan for achieving the initial conversion/enhancement would then be formulated, which would likely include a pilot product to serve as guide for the remainder of the data producers.

More information on this workgroup's efforts can be found at http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.

- b) There are currently **169 licenses** issued to access and use The Lawrence Group's (TLG) Street Centerline Dataset, MetroGIS's currently endorsed regional solution for address matching. As of December 1st, the types of organizations licensed were as follows:
- Local gov't: **90**
 - Regional gov't: **11**
 - State/Federal gov't: **22**
 - Academic: **46**
- c) The **MetroGIS Roads & Highways Technical Workgroup** has been inactive during 2005 due to organizational changes at MnDOT and complications with the software that is the foundation for this project. A proposal for the goals and procedures for a pilot project in the Metro Area to integrate local datasets with Mn/DOT's LDM was drafted by MetroGIS staff and forwarded to the workgroup group in January 2005. However, due to delays with the software development, efforts to establish a pilot area were postponed. The strategy had been to work together to see if MnDOT could transfer some of the attributes Mn/DOT carries (*e.g. traffic volumes) to the local road geometries from a local agency (pilot area in Metro Area). However, the vendor Mn/DOT is using is behind and that has caused a delay in the pilot moving forward. There is work that could be done in defining a core set of transportation features and attributes needed by all organizations, but no staff support to lead the effort as Michael Dolbow, who served as he lead staff for MetroGIS on this project, left MetroGIS in October to accept the GIS Coordinator position at the Department of Agriculture. No decision has been made as to whether someone with Mr. Dolbow's skills will be hired to replace him. Information about agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml.

(5) **Lakes, Wetlands, etc.** (*Robert Maki, MN DNR, Coordinating Committee Liaison*)

A White Paper is planned to be completed for consideration by the Committee at its March 2006 meeting. A primary purpose of the paper is to analyze gaps between the information needs identified in 1997 and those that can be met with currently developed (or developing) data. A forum in 2006 is proposed to affirm these user needs and discuss a strategy(ies) to address the gap in terms of defining a Regional solution. A pilot project, to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area, was delayed until just recently due to late delivery of new 2005 infrared imagery. The pilot is viewed as a component of a broader Metro Area hydrologic solution that is anticipated once the statewide strategic planning effort is complete.

The initial components of the proposed pilot can be viewed at <http://www.metrogis.org/teams/workgroups/index.shtml> under the Lakes & Wetlands Workgroup. The pilot project partners include the Metropolitan Council, Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD).

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

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

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

There are currently **66 licenses** issued to access and use the Regional Parcel Dataset. As of **December 5th**, the types of organizations licensed were as follows:

- Local gov't: **29** (8 added 3rd Party licenses)
- Regional gov't: **5** (1 added 3rd Party licenses)
- State/Federal gov't: **13** (1 added 3rd Party licenses)
- Academic: **19** (2 added 3rd Party licenses)

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

- a) The University of Minnesota Population Center staff, aided by Will Craig (CURA), oversees management of the content of the Socioeconomic Resources Page (www.datafinder.org/mg/socioeconomic_resources/index.asp), fix broken links, and coordinate efforts to add new data sources.
- b) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. Due to competing priorities, this proposal has not yet been shared with the MN Department of Health for sanctioning, but the Users Group hopes to do so by the end of January 2006. For more information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-0307.

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

▪ **Regional Parcel Dataset Policy- Access by Non-Profit Interests: Hennepin County Pilot**

Hennepin County has instituted a policy permitting qualified non-profit interests to access its parcel data free of charge, subject to licensure that prohibits redistribution. This policy was enacted in cooperation with the M3D project. The results of this access trial are intended to serve as a pilot for possible consideration of a regional policy. M3D is a dynamic GIS-based Internet application that brings together labor market, housing and development information and analysis for the Twin Cities metro area into a single tool for economic and community developers. Neighborhood organization and non-profit interests are playing a central role in the M3D project. This Hennepin County access policy requires non-profits to be legally constituted, community-based, and working on a mission that benefits the public including: promoting jobs, economic development, affordable housing, environmental improvements, or community development in order to qualify for free access. Licensed data also must be secure and password-protected. Hennepin County retains the right to evaluate requests and approve or deny them on a case-by-case basis.

F) VIEW-ONLY, WEB-BASED ACCESS POLICY INVESTIGATED FOR PARCEL DATA

At its July 27th meeting, the Policy Board extended its sunset provision on deliberations needed to establish a regional policy authorizing free, unlicensed access to parcel data when in a view-only, web-based environment. Subsequently, the Coordinating Committee directed its chair and staff to investigate options and offer a recommendation. On September 30, Hennepin County officials agreed to use a proposal from Nancy Read, Metropolitan Mosquito Control District, as pilot to evaluate policy implications. Once an agreement in principle is reached with Hennepin County, the plan is to work through the County Data Producers Workgroup to negotiate a recommendation acceptable to each of the other six Metro Area counties. An update on the antiquated schedule for this pilot has been requested to share with the Committee at the December meeting. The goal is to bring a draft policy statement to the Committee at its March 2006 meeting.

ATTACHMENT A

Accepted by the Policy Board
January 26, 2005

MetroGIS Mission Statement

(Adopted February 1996)

“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.”

Major 2005 MetroGIS Program Objectives¹

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership with a theme of “*Are We Done?*” (*Maintain What Has Been Built Or Pursue New Initiatives*)) and obtain endorsement by key stakeholder interests. (*The remainder of the proposed objectives assume that MetroGIS’s current core functions² will not change substantively.*) **(POSTPONED FOR STRATEGIC PLANNING)**
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, and establish common access policy concerning non-profits/community groups, whose functions complement government functions. **(PILOT PROJECT IN PROGRESS WITH HENNEPIN COUNTY)**
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
 - 1) Addresses (of occupiable units) **(VISION ADOPTED 4/05 - IN PROGRESS)**
 - 2) Emergency Preparedness **(VISION ADOPTED 10/05 - IN PROGRESS)**
 - 3) Existing Land Use **(POSTPONED FOR STRATEGIC PLANNING)**
 - 4) Highway and Road Networks **(SEE NEXT BULLET)**
 - 5) Jurisdictional Boundaries – School Districts **(NO PROGRESS – LMIC REORGANIZED)**
 - 6) Jurisdictional Boundaries – Watershed Districts **(Pilot in Washington Co. nearing completion)**
 - 7) Lakes and Wetlands **(EVALUTAION IN PROGRESS)**
- Achieve Policy Board endorsement of strategies to effectively achieve a solution to address-related limitations of the endorsed Regional Street Centerline dataset for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau’s TIGER data. **(VISION ADOPTED 4/05 – IN PROGRESS)**
- Implement a strategy (referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications and leverage those existing investments. **(POSTPONED FOR STRATEGIC PLANNING)**
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS’s resources. **(POSTPONED FOR STRATEGIC PLANNING)**
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness of MetroGIS’s endorsed strategies, resources, and opportunities among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area.
- Continue to effectively support MetroGIS’s general information website (www.metrogis.org).
- Continue to effectively support MetroGIS’s DataFinder website (www.datafinder.org).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS’s efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS’s efforts; and modify activities and policies, as appropriate.

¹ It is recognized that these objectives may need to be modified if funding is reduced in response to the state’s continuing revenue shortfalls.

² The current core functions are: implement regional solutions for priority common information needs (e.g., data, web services and applications), support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and support a forum for knowledge sharing.

ATTACHMENT B

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



Date: November 23, 2005

To: MetroGIS Policy Board and Coordinating Committee members

From: Victoria Reinhardt, Policy Board Chairperson
Randy Knippel, Common Web-based Application Project Leader
Mark Vander Schaaf, Metropolitan Council

Subject: Regional GIS Pilot Program – Common Web-based Application Proposal

This letter is to inform you that a mutual decision has been made to no longer pursue the “Common Application Design for Web-based Data Queries” that had been granted concept approval, as a Regional GIS Project, by the MetroGIS Policy Board at its July 2005 meeting.

It is very important to us that this decision is clearly understood to be mutually supported. A number of challenges have been encountered with this project leading to our decision. They include the need for special authorization to purchase software that would not be owned by the funding organization and accompanying interagency agreements. At best, these requirements would take several more months to accomplish and involve substantial legal expense compared to the value of the project. That said, the experience has been enlightening as it revealed the complexities of attempting to address common geospatial application needs. These lessons will serve the MetroGIS community well in future endeavors.

Even though the project as originally conceived has ceased, the parties who have championed this project continue to be committed to sharing the knowledge they gain in pursuing similar endeavors. MetroGIS Staff intend to document the experience thus far and is willing to assist with documentation of lessons learned from any subsequent related projects. We hope that MetroGIS will continue to be a forum for such collaboration.

cc: Randall Johnson, MetroGIS Staff Support Team
Rick Gelbmann, GIS Manager, Metropolitan Council



TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: December 5, 2005
(For the Dec 14th meeting)

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

A) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Submitted Articles for Winter 2005 Issue of GIS/LIS Newsletter

An article was submitted for the winter 2005 issue. It talks about the forum hosted on November 15th for private and non-profit interests entitled "Beyond Government Users: New Directions for MetroGIS". The Newsletter is expected to be published mid-late December and can be viewed at <http://www.mngisli.org/newsletter/>.

2. Presentation at State GIS/LIS Conference

Mark Kotz, lead staff for MetroGIS's Addresses for Occupiable Units Workgroup, made a presentation at the Minnesota GIS/LIS Conference in October about the vision for this regional dataset as adopted by MetroGIS in April 2005. Over 50 persons attended and over 40 copies of the session whitepaper were distributed. The whitepaper explains the vision, as well as the research conducted to define the vision. It can be viewed at www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

3. Staff Coordinator Attended Innovations in Governance Program at Harvard

The Kennedy School of Government at Harvard University offers a one-week program each fall, entitled "Innovations in Governance". The program's purpose is to explore innovations in governance, in particular, for collaborative efforts designed to address important public problems through a case study format.

The program proved to be a valuable opportunity to share MetroGIS's experience as a case study for constructive criticism. This opportunity was timely, given governance related issues that have arisen over the past year and are likely to be a topic at the pending Strategic Directions Workshop. A short paper, which documents information learned during this program and valuable to MetroGIS's efforts, has been shared with individuals who expressed an interest.

B) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. Key MetroGIS Staffer Takes Position at the Department of Agriculture

Mike Dolbow, GIS Specialist with the Metropolitan Council and lead staff for several important MetroGIS initiatives, left the Council and MetroGIS at the end of October to serve as the new GIS Coordinator for the Minnesota Department of Agriculture. In his five years at the Council, Mike played a key role in defining regional strategies for street-related data and in furthering partnerships with The Lawrence Group, the Metropolitan Emergency Services Board (formerly 911 Board), Mn/DOT and, most recently, the U.S. Census Bureau (see Item D2). The MetroGIS Policy Board presented a certification of recognition to Mike at its October meeting and wished him the best of luck in his new position.

2. Metropolitan Emergency Services Board: Moving to GIS-Centric 911 Location System

The Metropolitan Emergency Services Board (MESB; formerly the Metropolitan 911 Board) selected Contact One to establish GIS-based data management systems as the foundation for metropolitan 911 response efforts. Based on technical capabilities, the vendors, microData GIS (VT) and Contact One (TX) were the top two finalists for a GIS Data Management RFP issued by MESB this spring.

MESB's recognition of the need to move to a GIS-based solution could present a watershed opportunity for the broader MetroGIS community. The data management systems proposed would allow for the various data creators across the metropolitan area to update and share information in a real-time environment, ensuring that the datasets are accurate and available for governmental uses beyond 911 and emergency response needs, whenever they are needed. The proposed systems could provide a gateway to achieving the two regional visions adopted by the Policy Board in April for E911-compliant street centerlines and an occupiable unit database.

Based on the MetroGIS staff evaluations, both proposed vendor solutions comprise most (if not all) of the technology to build and maintain these datasets within the context of the respective visions. The organizational structures of the MESB and MetroGIS also provide the capacity to manage the many participant roles and establish shared funding as a single enterprise. In effect, the MESB could become the regional custodian of the regional street centerline and occupiable unit data solutions - or at least play a principal role in the dataset management. The Metropolitan Council currently serves as the regional custodian for the regional street centerlines, but the data is maintained by The Lawrence Group. MetroGIS staff feels this could be the most wide-reaching opportunity to capture inter-organizational efficiencies through the use of GIS technology in the Twin Cities since the creation of MetroGIS itself. *(Submitted by Gordon Chinander and Nancy Pollock, Metropolitan Emergency Services Board.)*

3. Minnesota 3D Project – Needs Assessment Underway / Website Testing

Eighteen M3D consortium partners, including neighborhood and community organizations serving Minneapolis and several Twin Cities suburban municipalities, have been asked to respond to a community development/GIS-related needs assessment. The results will be used to help the M3D project team design a proposed Internet-based application. These results will also likely be valuable to MetroGIS as investigations proceed into development of commonly needed geospatial-based applications.

M3D community partners have identified community development applications for current work, including data, reporting and presentation needs. These projects, to be completed over the next several months, will influence the online mapping application that the Labor Market Information Office at DEED is developing for M3D. An alpha version was launched this past September (<http://map.deed.state.mn.us/m3d> - User Name: M3D / Password: test). Coordinating Committee members are encouraged to log on, test the site, and forward any questions, problems, or other feedback you might have to Kris Nelson at kns@umn.edu.) A beta site should be ready for testing by February 2006.

An excerpt from the M3D Project Application's Executive Summary states: "Building on the existing GIS infrastructure, M3D is an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota....By combining new statewide data on employment and demographics through an agreement with the U.S. Bureau of Labor Statistics, the Social Security Administration, and the Census Bureau with the existing region-wide parcel level housing data, Minnesota 3-D will be a "first-of-its-kind" system.....M3D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage." "The centerpiece of this approach is the creation of an online mapping application.

With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing.” (Submitted by Will Craig, U of M CURA)

4. Coordinating Committee Members to Receive Polaris Mid-Career Awards

Rick Gelbmann and Randy Knippel of the MetroGIS Coordinating Committee were honored by the Minnesota GIS/LIS Consortium at its annual conference in St. Cloud on October 4. The Polaris Mid-Career Award is given to three outstanding leaders each year. Polaris, a triple star, provides direction to travelers and provides our state with its motto. Along with Annette Theroux of Walker, Minnesota, Gelbmann and Knippel have provided the State with direction and leadership. Gelbmann manages GIS activities for the Metropolitan Council, serves as vice chair of the Governor's Council on Geographic Information, and was a key force in starting MetroGIS. Knippel manages GIS activities for Dakota County, serves as vice chair of the MetroGIS Coordinating Committee, and is leading the Emergency Preparedness Committee for MetroGIS. (Submitted by Will Craig, U of M CURA)

5. Regional Web Portal Could Provide Proof-of-Concept for State GIS Enterprise Architecture

The Governors Council has endorsed the paper “MN State GIS Enterprise Conceptual Architecture Design” prepared by the Geospatial Architecture Committee (GAC). This document (<http://www.gis.state.mn.us/pdf/MNGISConceptualArchitectureDesign.pdf>) proposes a new delivery model for GIS in the State that consists in-part of a centralized “broker” that manages sanctioned mapping service providers.

In an article written by Bill Swing, Wright County IT Manager, he notes that the time may be right to move this design concept to a “proof of concept” phase. Policy makers in the Office of Enterprise Technology (OET) have expressed interest in the concept and have acknowledged that it complements the Governor’s Drive to Excellence campaign nicely. The surge in web portal development around the State also sets the stage for its test deployment. The five counties of Wright, Stearns, Morrison, Sherburne, Benton and the City of St Cloud, for example, have recently formed the Central MN Regional Technical Advisory Committee (CM-RTAC). Like the GAC, this Committee is also at a conceptual level as it discusses the services that may be offered through a regional portal.

CM-RTAC members envision a regional portal that provides a single-point of access to a wide-range of information that crosses county boundaries. In their case, the portal would provide services and information relating to the region of central Minnesota. Developers, for example, should be able to access parcel layers that cross county boundaries via the portal; a taxpayer should be able to access all owned parcels – a spatial view as well as the tabular data - regardless of what county the parcels reside in. Members are also discussing the concept of a "My Government" portal for the taxpayer that would provide a personalize site for taxpayer upon signing in. The taxpayer would see a complete set of his/her land records information, information on area schools (that cross county lines), all elected officials, regional services such as parks, recreation, transportation, public safety, etc - all from a regional perspective. Eventually multiple state agencies in addition to multiple counties could eventually contribute to the regional portal, i.e. Secretary of State, DNR, DPS. The resulting comprehensive regional portal could then serve a wide range of applications. Industries and families speculating on moving to central Minnesota, for example, could "explore" the region via the portal - not being required to search multiple sites to find desired information.

It is conceivable then that these counties could serve in the "proof of concept" phase for the GIS enterprise conceptual architectural design. However the details develop, it is apparent, given the broad based support of the fundamental concepts, the move towards significant collaborative partnerships will gather speed. (Submitted by Will Craig, U of M CURA)

6. Minnesota's Strategic Plan for GIS

The Governor's Council on Geographic Information has recently adopted a strategic plan in three parts: organizational, technical, and data. In sum, these plans address Governor Pawlenty's goals in his Drive to Excellence initiative as well as the IT profession's goals of building a sound Enterprise Architecture.

Presently, the Minnesota Spatial Data Infrastructure (MSDI) is in fairly good shape, but it could be better. Most of what is in place today is the result of hard work by a few organizations and a cooperative spirit within the state. The new plan provides a more comprehensive strategy for moving forward.

Organization: The state needs fresh thinking about roles, responsibilities, and organizational relationships. The plan calls for designation and funding of a recognized authority that would oversee the development and implementation of the MSDI. Among other things that authority would be responsible for:

- Coordinating work across state agencies.
- Working with state and local stakeholders to identify GIS needs and priorities.
- Maintaining and expanding the MN Geographic Data Clearinghouse.

The full plan, A Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure, is available at <http://server.admin.state.mn.us/resource.html?Id=9084>

Technology: An enterprise architecture is needed to support sharing of data and application resources. The Council has developed a conceptual plan for this. The envisioned system would promote interoperability among providers, reducing long-term costs in data and software development. Among other things, the plan calls for:

- A catalog of data and application resources that are available in real time.
- Resource providers: public and private, state and local.
- A centralized "Broker," responsible for the catalog, standards, security, and resource integrity, and growth of the system.

The full report, Minnesota State GIS Enterprise Conceptual Architecture Design, is available at <http://server.admin.state.mn.us/resource.html?Id=17091>

Data: The Council is focusing on eight thematic areas identified as high priority in surveys of the state GIS community. For each, the Council has a team working to document current status, costs of improvement, and strategies for advancement. The list includes the seven framework themes of national priority, plus soils which is particularly important for Minnesota: Cadastral (parcels), Elevation, Geodetic Control, Governmental Boundaries, Hydrology, Imagery, Soils, and Transportation.

The status of each theme is documented in Appendix B of A Foundation for Coordinated GIS listed above, but also on <http://www.gis.state.mn.us/MSDI>. For more information, including key contacts, see the websites listed above. (Submitted by Will Craig, U of M CURA)

7. NSGIC Proposes National Ortho Program

The National States Geographic Information Council (NSGIC) has launched its Imagery for the Nation proposal. This proposal calls for federal funding of a sustainable and flexible digital aerial imagery program that meets the needs of local, state, regional, tribal, federal, and private partners. The program would:

- Operate nationally on a 3-year acquisition cycle.
- Provide federal funding for the following resolution
 - 1-meter in rural areas

- 1-foot in counties with 25 people/mi² or more
- 6-inch in urban areas
- Allows local participants to “buy-up” to acquire imagery at higher resolutions, faster intervals, or additional sensors.
- States each coordinate local activities.

NSGIC is in the early stages of launching this idea. It will be necessary to gain support from the grass-roots and many other sources before it can become reality. The proposal will be discussed at NSGIC’s mid-year meeting in Washington DC. For more information on the proposal, see http://www.nsgic.org/committees/documents/ortho_initiative_handout.pdf. (Submitted by Will Craig, U of M CURA)

8. County-Based GIS User Group Updates

One reply was received. See Appendix A.

D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. **Draft National Street Address Data Standard in Second Review Phase**

MetroGIS's Address Workgroup's efforts to define workable address standards for a regional Occupiable Units Address Dataset played a substantial role in the recently released draft national standards that are being developed through the URISA under the auspices of the FGDC. Supporting organizations are NENA and the U.S. Census Bureau. The comment period for the first public review of the standard ended October 3rd. The standard is now open for comments in its second and final review period. Mark Kotz, staff to the MetroGIS Workgroup, monitored the national discussion and all changes to the language initially submitted by MetroGIS. None of the changes had a significant effect on the needs of the MetroGIS community.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The final review period for the standard ends in January. The standard is expected to be finalized in May of 2006. This standard will be evaluated for use with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset.

2. **Agreement Reached with U.S. Census Bureau to Use Regional Dataset**

MetroGIS staff have successfully brokered an agreement between the U.S. Census Bureau and The Lawrence Group (TLG) to incorporate the TLG regional street centerline dataset into the 2010 Census geography, subject to satisfactory accuracy testing, which from preliminary testing does not appear to be a problem. This agreement has been sought for several years, as it is expected to result in substantial time and cost savings for local governments. Municipalities and counties will be able to “redistrict” new Census boundaries using centerline data that aligns very closely with their own. Similarly, the Metropolitan Council will not have to realign the final products with accurate geospatial data, a project that cost over \$72,000 for the 1990 and 2000 Census boundaries.

Mike Dolbow and Rick Gelbmann of the Metropolitan Council's GIS Unit and Randall Johnson, MetroGIS Staff Coordinator, were instrumental in achieving this accomplishment.

3. **USGS Cooperative Agreements with Hennepin and Ramsey Counties**

The US Geological Survey (USGS) has signed Cooperative Agreements with both Hennepin County and Ramsey County to support the acquisition of high resolution digital orthoimagery for the Minneapolis-St. Paul metropolitan area. The Cooperative Agreements provide supplemental funding for the collection of orthophotos in spring 2006. The agreements will enable the sharing of locally-obtained imagery with Federal agencies involved with homeland security and homeland defense. Technical points of contact for the agreements include Hennepin County Surveyor Bill Brown and Ramsey County Surveyor David Claypool.

4. 2006 National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program (CAP) Grant Opportunities

The National Geospatial Programs Office (NGPO) of the US Geological Survey (USGS) announced the 2006 NSDI Cooperative Agreements Program (CAP). The CAP grant provides seed funds to assist organizations in implementing the components of the National Spatial Data Infrastructure (NSDI). Eligible activities include participating in the NSDI Clearinghouse Network, Geospatial One-Stop portal, National Map collaborative programs, web service interoperability, geospatial organizational collaboration, metadata documentation and harvesting, and framework theme standards. The CAP is open to all U.S. organizations.

The Federal Geographic Data Committee (FGDC) sponsors the CAP to promote the technologies, standards, best practices and organizational collaboration vital to data integration, partnerships for data investment and speedy delivery of geospatial products to support government. The FGDC consists of 19 Federal agencies in collaboration with State, local and Tribal governments, academic, non-profit and the private organizations. The FGDC Secretariat is hosted by the NGPO.

Application information, funding categories and materials describing the 2006 CAP program can be found on-line at the FGDC website <http://www.fgdc.gov>.

Appendix A

Carver County GIS User Group Activity Update

The Carver County GIS User Group met on November 30th at Carver County Courthouse. Among the topics discussed were:

- MetroGIS Address Workgroup – Occupiable Unit Database and Vision
The people attending the meeting are very interested in this topic. City of Victoria, Chanhassen and Mayer are interested in helping the county get started on this project. I am waiting for our meeting tomorrow to see what the next steps we are going to take as a workgroup and relay the message back to the interested parties.
- Aerial Photography/Lidar project update
- MetroGIS Emergency Preparedness Workgroup – Demoed ArcIMS website
We also discussed the MetroGIS Emergency Preparedness Workgroup and what we are working on. We demoed the ArcIMS application and showed the different layers the workgroup is collecting. There was also interest in this workgroup and sounded like there would be cooperation between the cities and county on collecting the datasets and verifying the locations.
- Software demonstration of ArcPublisher/ArcReader – How local governments could use this software to promote GIS within their organization
- Other discussion of projects organizations are working on.

We are moving forward as a User Group and starting to create some good relationships between some of the cities and the county. *(Submitted by Pete Henschel, Carver County GIS)*