

**Tuesday, June 22, 2004**

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

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

1:00 to 3:00+ PM

See directory in lobby for meeting room location.

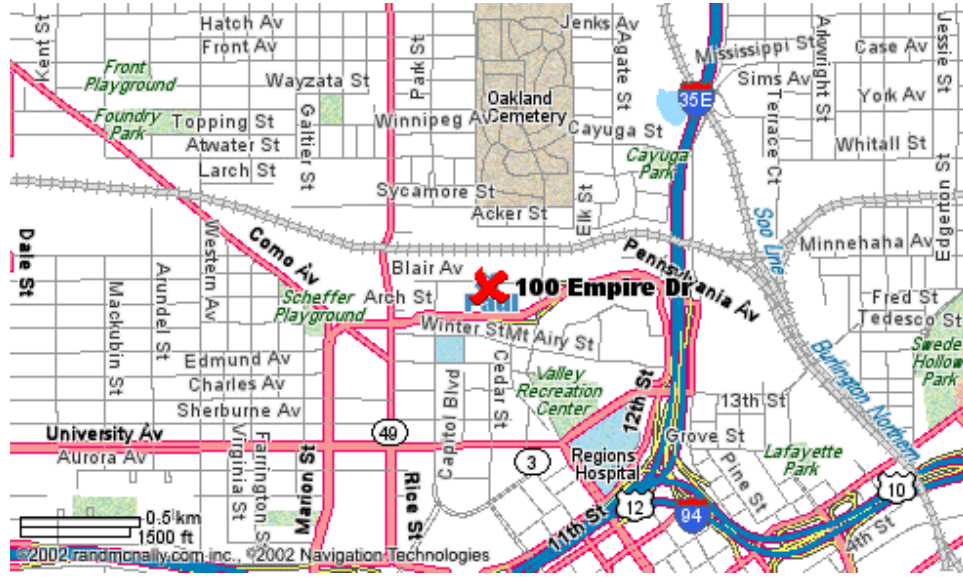
| | <u>Page</u> |
|--|-------------------------|
| 1. Call to Order | |
| 2. Approve Agenda | <i>action</i> |
| 3. Approve Meeting Summary | |
| a) March 31, 2004 | <i>action</i> 1 |
| 4. Summary of April 28 Policy Board Meeting | 6 |
| 5. Action and Discussion Items | |
| a) Operating Guidelines – Fourth Reading | <i>action</i> 7 |
| b) Enhancements to Regional Parcel Dataset – Policy Statement | <i>action</i> 9 |
| c) Regional Parcel Data Policy – Historical Versions & Public Domain Access | <i>action</i> 15 |
| d) Regional Parcel Data Policy – Unlicensed View Only Access | <i>action</i> 18 |
| e) Socioeconomic Information Needs – Web Resources Page Custodian | <i>action</i> 23 |
| f) Performance Measures – Data Anomaly Discussion | <i>action</i> 26 |
| g) Fall Workshop – Refine Preliminary Agenda & Pre Retreat Issue Discussion | <i>action</i> 28 |
| h) GIS Demonstration for July Policy Board meeting | <i>action</i> 34 |
| 6. Project Updates (separate piece) | |
| a) Third Generation Data Sharing Agreements | |
| b) Priority Business Information Need Solutions and User Satisfaction Forums | |
| c) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project | |
| d) County Data Producer Workgroup Activities | |
| • Regional Mailing Label Application | |
| • Collaborative Parcel Data Distribution Strategy - Non-Government Access | |
| • Investigation of Data Sharing with Utilities | |
| e) TLG User & DataFinder User Satisfaction Forum Preparations | |
| 7. Information Sharing (separate piece) | |
| a) Presentations / Outreach / Studies | |
| b) State Geodata Initiatives Update | |
| c) Federal Geodata Initiatives Update | |
| d) County-based GIS User Group Activity Update | |
| 8. Next Meeting | |
| September 29, 2004 | |
| 9. Adjourn | |

Mission Statement

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

How to find the MCIT Building:

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



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

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

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

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

See www.mcit.org for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
March 31, 2004

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:33 PM, introduced the newest member, Ned Phillips, with the Rice Creek Watershed District, and asked all present to state their name and the organization they represent. Ned replaces Cliff Aichinger, who resigned from the Committee in December. Harper then presented Aichinger, who had been an active participant in MetroGIS from its beginnings in 1995, with a Certificate of Recognition for his contributions to the Committee.

Members Present: *Academics:* Will Craig (U of M); *Business Geographics:* Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Gary Swenson (Anoka), Bill Brown (Hennepin); David Claypool (Ramsey), Dave Drealan (Carver), Jane Harper (Washington), and Randy Knippel (Dakota); *Federal:* Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Nancy Pollock, Metropolitan 911 Board; *Non-Profits:* Sandra Paddock (Wilder Research Center); *State:* David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR); *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Cities:* Karen Johnson (AMM: core cities - City of St. Paul), *Counties:* Jim Hentges (Scott); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Schools:* Lee Whitcraft (TIES); *Special Expertise:* Brad Henry (URS Corp.); *Utilities:* Al Laumeyer (CenterPoint Energy Minnegasco).

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

Visitors: Pete Eggimann (Metropolitan 911 Board) and Scott Simmer (Hennepin County GIS Coordinator).

2. ACCEPT AGENDA

Gelbmann moved and Givens seconded to approve the agenda as submitted. Motion carried ayes, all.

3. ACCEPT MEETING SUMMARY

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

4. SUMMARY OF JANUARY 28 POLICY BOARD MEETING

Staff Coordinator Johnson and Chairperson Harper summarized the major topics considered by the Policy Board at its January 28th meeting. The main item of discussion surrounded comments from Board members that indicated a lack of understanding of the breadth of common information needs that have been previously acknowledged as priorities for MetroGIS. It was noted that only 4 of the 12 members have any substantive longevity on the Board and, as such, Chairperson Reinhardt has encouraged a presentation at the next meeting to expand their understanding of established priorities, regional solutions in place and benefits attributable to those solutions.

5. ACTION AND DISCUSSION ITEMS

a) Update on the Metropolitan 911 Board's GIS Project

Nancy Pollock, Director of the Metropolitan 911 Board, provided a context for the Board's GIS Project with its Public Safety Answering Points (PSAPs) and introduced Pete Eggimann, Technical Operations Director for the Board summarized the Board's ambitious project to integrate use of GIS technology into the daily operations of the 27 PSAPs that serve the seven county area. The presentation slides can be

viewed at www.metrogis.org/teams/cc/meetings/033104/911.pdf. In early March the 911 Board concluded that GIS technology is crucial to its ability to effectively dispatch emergency services in a wireless world. Components of the Board's strategy include:

- a) Hiring a GIS Coordinator who will work for the Board and be responsible for coordinating standards, data management, etc. among the 27 PSAPs, and
- b) Avoiding duplication of effort by leveraging MetroGIS's regional data solutions and standards and best practice development processes, as well as, the investments in GIS technology and related data management that have been made by the seven counties.

Eggimann closed by stating that if MetroGIS had not existed, a more expensive strategy would be under consideration.

Knippel encouraged the 911 Board to coordinate its data needs with the efforts of MetroGIS's Emergency Preparedness Workgroup. Staff commented that they are watching for such opportunities and making sure all possible affected parties are aware of what the others are doing. The Address Workgroup was offered as a case in point, which includes representatives from several workgroups and key interests.

Craig and Arbeit encouraged Pollock and Eggimann to be clear in their presentation to the Policy Board why MetroGIS's efforts are important to their project by citing specific examples of the datasets developed via MetroGIS's efforts that are valuable, how the workgroups in progress will be leveraged (i.e., Address Workgroup), and how they will be leveraging GIS technology investments that have been made by the counties. Pollock thanked the group for feedback.

b) Operating Guidelines – Modifications - THIRD READING

Chairperson Harper summarized the changes that had been accepted at the December 17th meeting and the changes proposed to provide rules for addressing member removal in cases when a member is not engaged in the affairs of the Committee. Staff noted that Chairperson Reinhardt is not in favor of a strict policy stated in the rules for fear that such a policy will result in more harm than good.

Read and Givens commented that, in deference to Chairperson Reinhardt, a clear policy of expectations and consequences is preferred, but agreed that softer language than that proposed would be acceptable.

Motions:

1. Cockriel moved and Read seconded to direct the Committee Chair and Staff to soften the language proposed in Section III (10) - Member Removal - of the modifications to MetroGIS's Operating Guidelines, dated February 11, 2004 and forward them to the Policy Board for approval. Motion carried, ayes all.
2. Arbeit moved and Cockriel seconded to approve the proposed modifications to MetroGIS's Operating Guidelines, dated February 11, 2004, with the exception of Section III (10) -Member Removal, and forward them to the Policy Board for approval. Motion carried, ayes all

c) Preliminary 2005 Budget

Staff commented that budget requests for 2005 programs need to be submitted to Council management no later than this May. As such, a preliminary 2005 budget for MetroGIS and associated listing of core services was shared with the Committee by staff. Staff noted that no changes are proposed from the 2004 budget (\$86,000 in non-staff expenses and 3 FTE in staff support) and that this level of support should be sufficient to support all core services. No comments were received regarding the budget or the functions/services proposed to be supported in 2005.

Motion:

Claypool moved and Read seconded to direct staff to forward to the Policy Board for its review and comment the 2005 preliminary MetroGIS budget and accompanying listing of functions that were included in the Committee's agenda materials. Motion carried, ayes all.

d) Enhancements to Regional Parcel Dataset – 2004 Funding Priorities

Swenson, a member of the Parcel Data Enhancement Workgroup, summarized the recommendation and introduced Mark Kotz, staff lead for the Workgroup, to explain the recommendations in more detail. Kotz summarized the process by which the proposed enhancements had been identified and design specifications agreed upon, noting that all seven counties are comfortable with the recommendation and requested Committee comment and direction. Once the proposal is acceptable to the Committee, the Workgroup will formalize its proposal in the form of a modified Regional Policy Statement for the Committee's approval at the June meeting and consideration by the Policy Board in July.

The target for distributing the modified version of the regional parcel dataset is January 2005. There are four general modifications proposed: clarification of existing attribute meaning (completed), modification of existing attributes, adding new attributes (mostly housing characteristics that were the top ranked enhancement preferences) and officially adding parcel points as a component of the regionally endorsed solution. He noted that two counties currently provide parcel points on their own. Kotz summarized each of the proposed changes.

No comments were offered regarding the specifics of the proposed changes, other than Knippel stating that he agrees that MetroGIS can not mandate compliance but would prefer a stronger statement of intent to encourage the counties to strive to do as much as possible to achieve and maintain the desired regional parcel data to agreed-upon specifications. Staff noted that they would look into possible modifications to the preamble language and share any proposed changes with the counties prior to the June Coordinating Committee meeting.

The consensus was to direct the Parcel Workgroup to propose modifications to the adopted regional parcel dataset roles, responsibilities and specifications document (Regional Policy Statement), as necessary, to implement the recommended enhancements for approval at the next Coordinating Committee meeting and Policy Board consideration in July.

e) Business Plan Update Preparations – (Fall Workshop)

Kathie Doty, MetroGIS Strategic Planning Consultant, summarized the preparations that staff have made to date for the fall workshop, including six draft issue statements.

Arbeit suggested that before the specific issue statements are addressed that a more general dialogue related to the broad vision might be in order. The group concurred.

Gelbmann noted that one of the reasons that the workshop was proposed in the first place is because the "low hanging fruit" in terms of regional data solutions have in most part been accomplished. His hope is that the group will be able to identify ideas for how to best go about defining regional solutions that will likely require multiple leaders in a collaborative setting.

Harper commented that a topic that has been raised in the past and that should be incorporated into the discussion is whether MetroGIS continue to seek out collaborative solutions to additional needs or focus on maintaining what is already in place.

Maki noted that MetroGIS has achieved a good deal of maturity in terms of regional data solutions, best practices and policies and that a good deal of trust has been established. He believes a next step worth serious consideration is looking into how the constituent organizations might move closer to integrated business processes. He cited MetroGIS's regional mailing label application as an example, and speculated on how many more such applications might be out there.

Read suggested that outreach and increasing understanding of access opportunities among stakeholders should be added to the list of discussion points at the workshop.

At Chairperson Harper's invitation, the following members volunteered to assist her and staff with further preparations for the fall workshop: Bitner, Gelbmann, Harrison, and Maki.

f) GIS Demonstration for April Policy Board meeting

The Staff Coordinator summarized Chairperson Reinhardt's intent for the April Policy Board GIS Demonstration to clearly illustrate the breadth of data themes that comprise solutions to priority common information needs and how organizations represented by the Policy Board are benefiting from MetroGIS's efforts. Staff noted that following this statement by Chairperson Reinhardt, a invitation was made to Bob Diedrich, with SRF Consulting, to share some of the material included in the testimonial he participated in last fall for MetroGIS; material that speaks directly to Chairperson Reinhardt's intent for the April presentation.

Staff asked if the proposal to utilize a 3rd party to communicate benefits to government entities caused anyone any pause. No one objected and several believed that it was a good idea to bring a non-government entity before the Board to clearly communicate the breadth of benefit attributable to MetroGIS's efforts.

The consensus was to direct staff to invite Bob Diedrich with SRF to share with the Board several examples of how their government clients are benefiting from MetroGIS's efforts.

g) DataFinder – Review Outreach Presentation

Postponed to the June meeting due to lack of time.

h) Performance Measures Reporting Update

Kathie Doty, MetroGIS Strategic Planning Consultant, asked if the group had any thoughts that might explain the 15 percent increase in DataFinder activity from January to February. No theories were offered.

Doty also recommended that the Committee postpone to the fall workshop action on two changes to the actual Performance Measures that have been proposed by Committee members: tracking use of applications and tracking volunteer time. The group concurred that it is appropriate to defer discussion of these topics to the fall workshop when a detailed discussion of benefit versus investment is anticipated.

i) TOP Grant – Grant Writer Funding Request and Letter of Support

Craig and Paddock explained the intent of the grant proposal and the request of MetroGIS to donate \$500 to the grant writing as well as to submit a letter of support. They conceded that the current reference in the letter of support to providing access to data by the non-profit community needs some work and that they will rely upon Chairperson Harper's advice to refine this statement. Staff Coordinator Johnson commented that the application deadline is before the next Policy Board meeting but that Chairperson Reinhardt was okay with deferring to the Coordinating Committee to act on this request.

Gelbmann commented that core functions of MetroGIS are to foster broad-based sharing of geospatial data and knowledge, as necessary, to fully address priority information needs of the community and that this proposal is consistent with these functions. Craig acknowledged that MetroGIS's principles are embedded in the application and noted that non-profits might also be in the position to provide data needed by others on an ongoing basis if the grant is awarded.

Motions:

Gelbmann moved and Givens seconded to:

- 1) Authorize staff to draft a check from MetroGIS funds in the amount of \$500 to be used toward the development of the proposed Technology Opportunities Program grant application, upon receipt of an invoice along with evidence that the grant application was submitted to the US Department of

Commerce according to all requirements and is a candidate for consideration by the funding authority; and

- 2) Authorize the Coordinating Committee Chair to sign a letter of support for this initiative. This letter will state general support for the concept of community GIS and commit to up to \$100,000 in matching value derived from activities and investments that are part of the MetroGIS's ongoing activities (the only out-of-pocket expense related to the grant on MetroGIS's part will be the \$500 donation to the grant writing fee).

Motion carried, ayes all.

6. PROJECT UPDATES

No presentations or discussion due to lack of time. Chairperson Harper encouraged the members to review the information provided in the agenda packet.

7. INFORMATION SHARING

Chairperson Harper encouraged the members to review the information provided in the agenda packet.

8. NEXT SCHEDULED MEETING

June 30, 2004 – 1:00 p.m. start. (*Editor's note: Following the meeting, the date was changed to June 22 to accommodate vacation schedules.*)

9. ADJOURN

Givens moved and Maki seconded to adjourn at 3:45 p.m. Motion carried, ayes all.

It was agreed that future meetings should begin at 1:00 p.m., as opposed to 1:30 p.m., and that with advance notice to the membership it is okay to plan on meetings of 2-1/2 to 3 hours as opposed to 2 hours if the Chair believes the additional time is warranted.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff



TO: Coordinating Committee

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

SUBJECT: Summary of April 2004 Policy Board Meeting

DATE: June 7, 2004
(For the Jun 22nd Meeting)

The following major topics were considered/acted on by the Policy Board on April 28th. Refer to the meeting minutes (<http://www.metrogis.org/teams/pb/meetings/042804/min.pdf>) for the discussion points.

GIS Technology Demonstration

GIS Initiative To Integrate GIS Into Day-To-Day Operations Of 27 Metro Area Public Safety Answering Points (PSAPs).

Nancy Pollock, Executive Director for the Metropolitan 911 Board, and Pete Eggimann, the Board's Technical Operations Director, summarized an ambitious initiative to integrate, in a coordinated manner, GIS technology into the day-to-day operations of the 27 Public Safety Answering Points (PSAPs) that serve the seven-county, Twin Cities Metropolitan Area. (A PDF version of the PowerPoint presentation can be viewed at www.metrogis.org/teams/pb/meetings/042804/911.pdf.)

They noted that the 911 Board quickly concluded that collaboration with MetroGIS to leverage significant existing investments in regional data solutions and the trusted process for establishing related multi-participant policy and procedures was, by far, the most cost-efficient option to pursue. The cost for the option that is in the process of implementation is estimated to involve a one-time start up expense of around \$100,000 plus an annual operating expense of about \$100,000. The other options ranged from a one-time start of \$600,000 to \$1.8 million and annual operating costs of \$160,000 to \$300,000. Neither of the other options would have leveraged existing investment in regional datasets valuable to the 911 Board and both would have involved duplication of current data maintenance efforts.

Benefits to the 911 Board, beyond the obvious cost savings of the proposed collaboration with MetroGIS, include overall more accurate, current data for everyone involved through standardized error correction methods and interoperability of systems. They thanked the MetroGIS organization for accomplishments both in terms of data and cooperative relationships that have been fostered and willingness of the staff to work with the 911 community.

Election of Officers

Commissioners Reinhardt and Kordiak were reelected as chair and vice chair, respectively.

2005 MetroGIS Funding Request and Budget

A preliminary 2005 budget that continues funding and staff support at the 2004 level was accepted by the Policy Board. Staff was directed to submit this budget proposal to the Metropolitan Council for its consideration.



TO: Coordinating Committee

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

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

DATE: June 4, 2004
(For the June 22nd Meeting)

INTRODUCTION

Several proposed modifications to MetroGIS’s Operating Guidelines are hereby submitted for fourth reading by the Coordinating Committee and recommendation for approval by the Policy Board.

The currently proposed modifications, as well as those that have been accepted by the Committee at its past three meetings, are illustrated in the document dated May 5, 2004. The modification submitted for approval at this time concerns the Member Removal language (Section 10, Article III), which has been softened from that previously considered as directed by the Committee at its March meeting.

A listing of the changes accepted at previous meetings is presented in the Reference Section. The current Guidelines were adopted in 1998 and have not been modified since that time. Since the Committee considered language similar to that currently proposed language at its last meeting, the 15-day review notice rule for proposed changes to the Operating Guidelines does not apply to the Committee’s June 22nd consideration. However, it will apply for the Policy Board’s consideration, which is tentatively planned for July 28th.

DISCUSSION

From Chairperson Reinhardt’s point of view, the Committee’s proposed language for member absenteeism portion of Operating Guidelines were too formal and harsh. She believed that the suggested language would have potentially caused more harm than good. Her concern was that the previously proposed language did not treat members as professionals or in a manner that builds trust.

In response, staff and the Coordinating Committee Chair modified the Member Removal section to establish an expectation that staff and the Chair of the Policy Board and/or the Chair of the Coordinating Committee, as the situation dictates, will speak with the subject member when an attendance concern arises to resolve the matter behind the scenes. In short, the proposed rules are less confrontational in nature and would be treated as general expectations as opposed to formal rules.

RECOMMENDATION

That the Coordinating Committee approve proposed modifications to MetroGIS’s Operating Guidelines, as illustrated in the attached document dated May 5, 2004, and recommend Policy Board approval.

REFERENCE SECTION

PAST COMMITTEE CONSIDERATION

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

Changes accepted by the Committee at the December 17th meeting were as follows:

- Update the context from a proposed regional data sharing mechanism to one that is operational.
 - Remove reference to the Policy Advisory Team that was dissolved in July 2001.
 - Acknowledge the widespread use of ad-hoc or special purpose workgroups, in addition to the Technical Advisory Team, as the principal means to identify components of solutions to common geospatial data needs.
 - Recognize that the Technical Advisory Team has slowly evolved into a mechanism for sharing knowledge, with less involvement in defining strategies to address issues and opportunities, tasks which currently are nearly exclusively accomplished by ad-hoc or special purpose workgroups.
 - Assign a liaison from the Coordinating Committee to serve on each ad hoc workgroup where not currently assigned, in addition to serving on the standing Technical Advisory Team. Several special workgroups (Addresses, Highway and Road Networks, Hydrology, and Socioeconomic- Phase II) did have Committee liaisons (see attachment).
 - Add to the list of Policy Board responsibilities, ensuring an up-to-date business plan.
 - Clarify the responsibilities of the Coordinating Committee Chair.
3. March 31, 2004: The Committee unanimously approved all of the changes proposed in the version of Operating Guidelines dated February 11 and included in the March 31 agenda packet, except for Section III (10) - Member Removal. Staff were directed to soften this section to conform with feedback that had been received from Policy Board Chair Reinhardt. When Chairperson Reinhardt was asked about applying the proposed "member removal" provision to the Policy Board, she raised a concern, in general, about the provision that is that it may result in more harm than good, given the collaborative and voluntary nature of MetroGIS.

COMMITTEE LIAISONS TO WORKGROUPS (last updated May 5, 2004)

| Ad-hoc/Special Purpose Workgroups | Coordinating Committee Liaison |
|--|--|
| Addresses | Nancy Read, Metro Mosquito Control District |
| County Data Producers | All seven county representatives to the Committee |
| Emergency Preparedness | Randy Knippel and Rick Gelbmann |
| Existing Land Use | David Arbeit |
| Highway and Road Networks | Joella Givens |
| Lakes and Wetlands | Robert Maki |
| Parcel Enhancements (<i>completed objectives if Agenda Item 5b is approved</i>) | (Gary Swenson resigned Anoka County position May 04) |
| Socioeconomic – Phase I (<i>complete 12/03 except for evaluation and three modified sources</i>) | Will Craig |
| Socioeconomic – Phase II (<i>anticipated launch fall 2004</i>) | TBD |
| School District Jurisdictional Boundaries (2004?) | Jane Harper, David Arbeit |
| Watershed District Jurisdictional Boundaries (2004?) | Jane Harper |
| Technical Advisory Team | Ron Wencl, Rick Gelbmann (others?) |



TO: Coordinating Committee

FROM: Parcel Data Enhancement Workgroup
Coordinating Committee Liaison: Gary Swenson (resigned May 2004)
Staff Contacts: Mark Kotz (651-602-1644)

SUBJECT: Enhancements to Regional Parcel Dataset

DATE: June 10, 2004
(For the Jun 22 Mtg)

INTRODUCTION

The MetroGIS Parcel Data Workgroup requests Coordinating Committee approval of several proposed enhancements to the regional parcel dataset content specifications and related custodial policies. The number of attributes would expand from 25 to 55. The proposed revised set of attributes would be available with the January 2005 release of the Regional Parcel Dataset.

PREVIOUS COORDINATING COMMITTEE CONSIDERATION

At its March 31st meeting, the Committee reviewed the proposed enhancements to the Regional Parcel Dataset and directed the Workgroup to draft a modified Regional Policy Statement to implement the proposed enhancements for its consideration at June meeting.

DISCUSSION

The attached Regional Policy Statement illustrates the modifications to Regional Parcel Dataset that were accepted in principle at the Committee's March meeting. The listing of the specific proposed changes presented to the Committee in March is attached for reference. To staff's knowledge, each of the counties remains comfortable with all of the proposed enhancements to the Regional Parcel Dataset relative to serving in its capacity as a designated primary producer of parcel data.

WORKGROUP LIAISON

Gary Swenson served as the Coordinating Committee liaison to the Parcel Data Enhancement Workgroup, which developed the proposed enhancements. He resigned his position with Anoka County last month and is now on staff at St. Cloud State University. If the proposed enhancements are adopted as recommended, there is no need to appoint a new liaison, as the work of the workgroup will be completed.

RECOMMENDATION

That the Coordinating Committee approve the enhancements to the MetroGIS-endorsed Regional Parcel Dataset, as identified in the modified Regional Policy Summary Statement dated May 5, 2004, and recommend that the Policy Board authorize implementation of these modified policies, effective January 1, 2005.

REFERENCE SECTION

1. The Policy Board last modified the specifications for the Regional Parcel Dataset on October 22, 2002. Those specifications can be reviewed at http://www.metrogis.org/data/datasets/parcels/specs_roles_resp.pdf .
2. In September 2003, a review forum was conducted for the regional parcel dataset for the purpose of defining and prioritizing enhancements to the dataset. Fourteen licensed users of the regional parcel dataset attended and three other licensed users provided additional information after the forum. These users represented a wide range of organizations and professional perspectives. The result of this forum was a ranked list of desired enhancements to the regional parcel dataset.
3. After the September 2003 forum, a technical workgroup was formed to evaluate the identified desired enhancements and make recommendations for modifications to the regional parcel dataset based upon the priorities identified through the forum. The parcel workgroup is comprised of a representative from each of the seven counties; as well as three other members representing regional and local government. The workgroup is staffed by Mark Kotz, who manages the regional parcel dataset for the Metropolitan Council, which serves as the regional custodian.
4. Excerpt from March 31st Coordinating Committee meeting summary.
5d) Proposed Enhancements to Regional Parcel Dataset & 2004 Funding Priorities
...Kotz (staff lead for the Parcel Data Enhancement Workgroup) summarized the process by which the proposed enhancements had been identified and design specifications agreed upon, noting that all seven counties are comfortable with the recommendation and requested Committee comment and direction...

The target for distributing the modified version of the regional parcel dataset is January 2005. There are four general modifications proposed: clarification of existing attribute meaning (completed), modification of existing attributes, adding new attributes (mostly housing characteristics that were the top ranked enhancement preferences) and officially adding parcel points as a component of the regionally endorsed solution. He noted that two counties currently provide full parcel points on their own. Kotz summarized each of the proposed changes.

No comments were offered regarding the specifics of the proposed changes, other than Knippel stating that he agrees that MetroGIS can not mandate compliance but would prefer a stronger statement of intent to encourage the counties to strive to do as much as possible to achieve and maintain the desired regional parcel data to agreed-upon specifications. Staff noted that they would look into possible modifications to the preamble language and share any proposed changes with the counties prior to the June Coordinating Committee meeting.

The consensus was to direct the Parcel Workgroup to propose modifications to the adopted regional parcel dataset roles, responsibilities and specifications document (Regional Policy Statement), as necessary, to implement the recommended enhancements for approval at the next Coordinating Committee meeting and Policy Board consideration in July.

5. The proposed 2004-2008 GIS Data Sharing Agreement, which is in the process of being reviewed by county and Council legal staff, provides \$7,000 to each county in 2004 for one-time programming and/or procedural changes necessary to accomplish each of the proposed modifications.

MetroGIS Regional Parcel Dataset Enhancement Recommendations as accepted by Coordinating Committee 3/04

Short Version – March 4, 2004

Background:

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

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

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

| <i>Parcel Data Enhancement Recommendations</i> | <i>Comments & Research Notes</i> |
|---|---|
| Basement Y/N BASEMENT - text 1 | Six of seven counties report having some information about the existence of basements. |
| Heating and cooling types HEATING - TEXT 30 COOLING - TEXT 30 | Six of seven counties report having some information about heating and cooling types. |
| Use Type Include the fields for the descriptions of up to four uses and a multiple use flag field. USE1_DESC - text 100 USE2_DESC - text 100 USE3_DESC - text 100 USE4_DESC - text 100 MULTI_USES - text 1 | All counties have some type of data like this. It seems to be collected and stored differently in each county. All counties seem to have a code and a description for use. Some counties have up to four use type codes. Four counties have a multiple use flag, one does not. Two counties might be able to derive it from other data with some work. Some use type related information can often be found in other fields too, specifically the tax exempt status field and sometimes the homestead status field. |
| Exempt Use Keep existing TAX_EXEMPT Y/N fields and add fields for up to four exempt use descriptions. XUSE1_DESC - text 100 XUSE2_DESC - text 100 XUSE3_DESC - text 100 XUSE4_DESC - text 100 | Most counties populate the Y/N field in the existing dataset. Most counties also have additional exempt use description information in their standard extract, with some counties having fields for multiple exempt uses. Exempt use is useful for use type (#7) indications sometimes too, as well as potential use for public ownership indication (#12). |
| Business/Landmark name Include this field in the regional dataset and pursue the idea of having data users provide data and updates to producers to populate this field. LANDMARK - text 100 | Only Dakota seems to currently have this information. Although this data currently exists in only one county, an opportunity exists to have users of the regional dataset contribute this data. |
| Legal description information Where available, provide plat name, block and lot. PLAT_NAME - text 50 BLOCK - text 5 LOT - text 5 | All counties have several fields relating to legal description. Generally they have plat, lot and block as well as one or more fields related to an abbreviate legal description. Because the legal description is abbreviated in some counties and extremely lengthy data in counties where it is not abbreviated, it was decided that the legal description should not be included in the regional dataset. Counties did not feel it would be useful or appropriate to provide a partial legal description. |
| Acres Create fields for both polygon and deeded acres. ACRES_POLY - numeric 11 ACRES_DEED - numeric 11 | All counties have an acres type field in their data. Some have multiple fields. Some have deeded acres and some have polygon acres or both. |
| Special assessment value due and payable in current year. SPEC_ASSES - numeric 11 | Nearly all counties have a special assessments value/amount field in their standard extract. |

| <i>Parcel Data Enhancement Recommendations</i> | <i>Comments & Research Notes</i> |
|---|--|
| <p>Add Y/N fields for ag. preserves, green acres and open space and dates for ag. preserves.</p> <p>GREEN_ACRE - text 1 OPEN_SPACE - text 1 AG_PRESERV - text 1 AGPRE_ENRD - Enrolled date (date field) AGPRE_EXPD - Expiration date (date field)</p> | <p>In standard extracts, 5 counties have some kind of ag preserves indicator, 3 have green acres indicator, 2 have open space indicator and one shows tillable acres.</p> <p>Additionally, Met Council has collected ag preserves data from each county (except Ramsey which has no ag. preserves).</p> <p>One option for the ag. preserves data is that it could be populated in the regional dataset by the Met. Council based on data it collects from the county on an annual basis.</p> |
| Changes to Existing Attributes | |
| <p>Owner Name Include field for additional owner name information and specify last-name-first format if available.</p> <p>OWNER_NAME - text 50 OWNER_MORE - text 50</p> <p>Owner name should be last-name-first if available. If additional info is available (e.g. joint owner, or first-name-first), put that in the OWNER_MORE field. Document what OWNER_MORE is used for with each county.</p> | <p>Only two counties report having separate name field for two owners and only one of these reports having separate first and last name fields.</p> |
| <p>Parcel Address <i>Get a review of this recommendation from the MetroGIS Address Workgroup prior to finalizing</i></p> <p>Create two fields for the parcel city. CITY = the geographic city CITY_USPS = the USPS mailing city</p> <p>Breakdown the current STREET field further into name, type, direction, etc. If a county cannot provide individual components, just fill in the STREETNAME field with combined components as is done with the STREET field in the current dataset, and document in the metadata.</p> <p>BLDG_NUM - text 10 PREFIX_DIR - text 2 PREFIXTYPE - text 6 STREETNAME - text 40 STREETTYPE - text 4 SUFFIX_DIR - text 2 UNIT_INFO - text 12 CITY - text 20 CITY_USPS - text 20 ZIP - text 5 ZIP4 - text 4</p> | <p>This data is provided by all counties, but some provide a mailing city and some the actual city.</p> <p>Most counties have the property address broken down into all possible address components e.g. street name, type, direction, etc.</p> |
| <p>Homestead Status Keep the existing HOMESTEAD Y/N field and add a “P” value to denote partial homesteads where that data is available.</p> | <p>This information is available in all counties, however it is not uniformly encoded. Counties are not eager to provide information about disability status.</p> |
| <p>Number of Residential Units This field is in the existing regional dataset. Look into strategies for increasing the number of counties that populate this field.</p> | <p>The existing regional dataset has this data in Ramsey and Dakota, and for some parcels in Anoka. Several other counties have said that they do maintain it in some format in the county.</p> |

| <i>Parcel Data Enhancement Recommendations</i> | <i>Comments & Research Notes</i> |
|--|--|
| Parcel Geography | |
| <p>Parcel Points Data Each county should have a points layer with all tax parcels for the county (includes condos). This layer should include all records, not just condos. There should be one point for each record, even if the points stack on top of each other. These seven layers should be appended to one combined dataset for MetroGIS distribution.</p> | <p>All counties are already providing this information in the regional dataset in some fashion except Washington, however, methods for doing this differ. This will require additional data processing for the 5 counties that do not already provide this data. This could currently be done outside of the county from the provided datasets for all counties except Washington.</p> |



TO: County Data Producer Workgroup
FROM: MetroGIS Support Staff
Contact: Randall Johnson (651-602-1638)
SUBJECT: Regional Parcel Dataset Policy – Support Historical Version / Public Domain Access
DATE: June 14, 2004
(For the Jun 2nd Meeting)

INTRODUCTION

The County Data Producer Workgroup is seeking Coordinating Committee endorsement of a proposal to begin supporting historical versions of the Regional Parcel Dataset. This proposal also would grant access to anyone wishing it, without fee or licensure, for subsets of the Regional Parcel Dataset that do not include any name or address data and when the data are three or more years old. Access would be via MetroGIS DataFinder and the Metropolitan Council's GIS Unit would support the archiving tasks.

Assuming the Policy Board endorses this proposal, implementation would be subject to each county submitting either a letter or a resolution to affirm its approval. A draft letter and resolution are attached for the Committee's information. Their form will be finalized with the counties prior to Policy Board action.

BACKGROUND

Will Craig, on behalf of the academic community, initiated discussion earlier this year, which led to this proposal. In the end, the County Data Producers Workgroup not only concluded that the concept of supporting historical versions of the Regional Parcel Dataset was in the community's best interest, but also elected to propose a radical modification in the current parcel data access policy – make older versions of the data available in the public domain (without fee or licensure to anyone desiring access). The archiving would begin with the January 2003 version of the Regional Parcel Dataset, thus the subset accessible in the public domain would be available beginning in January 2006. In the meantime, all currently licensed users would have access to the complete versions of the archived Regional Parcel Datasets.

DISCUSSION

The only other dataset for which historical “snapshots in time” are currently supported is the Regional County/Municipal boundary Dataset. The archiving is to maintain continuity with the decennial census. In both cases, parcels and municipal boundaries, the Metropolitan Council, which serves as the regional custodian, has an internal business need for historical versions of these data and is willing to support this activity on behalf of the broader community.

At this time, staff is unaware of any identified user community needs for historical versions of any of the other regional datasets. If such a need is subsequently identified, the capabilities of the regional custodian will be a determining factor in deciding whether or not this user need can be supported via MetroGIS.

RECOMMENDATION

That the Coordinating Committee recommend that the Policy Board:

- 1) Approve a regional policy of supporting archiving of the Regional Parcel Dataset and providing public domain access under specified conditions as outlined in the attached letter and resolution dated May 18, 2004 and subject to formal approval by the seven counties.
- 2) Request that each of the seven counties acknowledge its approval of this policy by submitting to the Policy Board either the attached letter or resolution.
- 3) Request that the Metropolitan Council approve any resolutions submitted by the counties and begin implementation upon submission of a letter from the other counties.

EXAMPLE
COUNTY LETTER HEAD

(Date)

MetroGIS Policy Board
c/o Randall Johnson, MetroGIS Staff Coordinator
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, Minnesota 55101-1633

**Regional Parcel Dataset --
Waiver of Licensure Requirement for Historical Version & Public Domain Access**

Dear Randall:

The purpose of this letter is to inform the MetroGIS Policy Board that *(insert County name)* concurs with the policy it endorsed on July 28, 2004 pertaining to support and distribution of historical versions of the Regional Parcel Dataset.

Specifically, and in accordance with the MetroGIS Policy Board's action on July 28th, *(insert County name)* hereby:

1. Authorizes the Metropolitan Council (Council), serving in its MetroGIS Policy Board designated role as Regional Custodian (Custodian) for said Regional Parcel Dataset (Dataset), to begin archiving this Dataset on a schedule defined by MetroGIS and providing access to these archived historical versions via MetroGIS DataFinder.
2. Authorizes the Council, serving in its role as Custodian of this Dataset, to also begin to archive, a subset of the licensed version of this Dataset, whereby all data fields related to names and addresses are removed. This subset version shall be referred to as the Historical Subset of the Regional Parcel Dataset (Historical Subset).
3. Agrees that all currently licensed users of the Dataset will have access, via MetroGIS DataFinder, to all available historical versions.
4. Agrees that Historical Subsets, which are three or more years old, will be accessible, via DataFinder, by anyone who wishes access without fee or licensure.
5. Understands that the Council currently has sufficient resources to implement the modifications to its Custodian roles, as stated herein, and that the Council intends to provide this service as long as sufficient resources are available.

(insert County name)'s contact person concerning administration of this policy is *(insert name)*. They can be reached at xxx-xxx-xxxx if you have any questions.

Respectfully,

(person authorized to sign)

**WAIVER OF LICENSURE REQUIREMENT & PUBLIC DOMAIN ACCESS
HISTORICAL SUBSETS OF REGIONAL OF REGIONAL PARCEL DATASET**

WHEREAS, the MetroGIS Policy Board endorsed as proposed regional policy on July 28, 2004, to begin archiving of historical versions of the Regional Parcel Dataset and providing access to anyone who wishes access via MetroGIS DataFinder, without fee or licensure, to historical subsets of the Regional Parcel Data that do not contain any name or address data and which are three or more years old,

WHEREAS, the Policy Board’s action on July 28, 2004 was subject to confirmation of the proposed policy by each of the seven counties that serve the Minneapolis- St. Paul Metropolitan Area and with produce the parcel data that comprise the Regional Parcel Dataset,

WHEREAS, the MetroGIS Policy Board previously designated the Metropolitan Council (“Council”), as Regional Custodian for the Regional Parcel Dataset and endorsed policies pertaining to this Dataset,

WHEREAS, the Council has sufficient resources to implement the modifications to its Regional Custodian roles for the Regional Parcel Dataset as stated herein.

NOW, THEREFORE BE IT RESOLVED, in accordance with the MetroGIS Policy Board’s action on July 28th, (*insert County name*) hereby:

1. Authorizes the Council, serving in its MetroGIS Policy Board designated role as Regional Custodian (Custodian) for said Regional Parcel Dataset (Dataset), to begin archiving this Dataset on a schedule defined by MetroGIS and providing access to the archived historical versions via MetroGIS DataFinder.
2. Authorizes the Council, serving in its role as Custodian of this Dataset, to also begin to archive, a subset of the licensed version of this Dataset, whereby all data fields related to names and addresses are removed. This subset shall be referred to as the Historical Subset of the Regional Parcel Dataset (Historical Subset).
3. Agrees that all currently licensed users of the Dataset will have access, via MetroGIS DataFinder, to all available historical versions.
4. Agrees that Historical Subsets, which are three or more years old, will be accessible, via DataFinder, by anyone who wishes access without fee or licensure.

NOW, THEREFORE BE IT FURTHER RESOLVED, the Council intends to provide this service to the MetroGIS community as long as sufficient resources are available.

IN WITNESS WHEREOF the Council and the (name of county) have caused agreement to be executed by their duly authorized representatives. This action is effective upon execution on the date of final execution by the Council.

XXX COUNTY
By _____
, County Board Chair

METROPOLITAN COUNCIL
By _____
Tom Weaver, Regional Administrator

Date _____

Date _____

By _____
, Administrator

Date _____



TO: County Data Producer Workgroup
FROM: MetroGIS Support Staff
Contact: Randall Johnson (651-602-1638)
SUBJECT: Regional Parcel Dataset Policy – Unlicensed View-Only Access Via Web Application
DATE: June 3, 2004
(For the Jun 2nd Meeting)

INTRODUCTION

The County Data Producer Workgroup is seeking Coordinating Committee endorsement of a proposal to offer unlicensed, view-only access to the Regional Parcel Dataset when accessed via the MetroGIS Emergency Preparedness Web Resources site at <http://www.datafinder.org/ep/>.

If the Policy Board endorses this proposal, implementation would be subject to the counties submitting to the Metropolitan Council either a letter or a resolution to affirm its approval. A draft letter and resolution are attached for the Committee's information. The format and language will be finalized with the counties prior to Policy Board consideration.

BACKGROUND

1. In January, the Metropolitan Council agreed to host the subject Emergency Preparedness Web Resources Page on behalf of the MetroGIS community and assigned staff to assist with its implementation. This application is currently running on the DataFinder server and accessible only by those entities that are licensed for all of the datasets available via the application.
2. The Emergency Preparedness Workgroup, chaired by Randy Knippel, recently recognized a need to simplify procedures related to use by emergency managers of the MetroGIS Emergency Preparedness Web Resources Page. This web site is currently being used by workgroup members to help emergency managers visualize the potential of using GIS technology to address their business needs.
3. The County Data Producer Workgroup considered this proposal on March 31. The members unanimously concurred that the proposed view-only access proposal has merit and should be further investigated. Approval was recommended in large part because several of the counties are currently offering unlicensed viewing of parcel data via their own web applications.

DISCUSSION

MetroGIS's current policy is not to use the "alias the servlet connector" method but rather to limit application access to those entities licensed to view parcel and the TLG Street Centerline data. This conservative approach has been maintained so as not to unintentionally serve data to unauthorized interests, which could comprise trust with the data producers and compromise data sharing policies.

The current Regional Emergency Preparedness Application uses a method called "aliasing the servlet connector" to "hide" data that currently require licensure prior to obtaining access to view. This method essentially hides the map services and makes it difficult to distinguish them from another source and the application itself. This method is NOT however, entirely secure. A skilled GIS professional, with the desire and appropriate software, could probably access the data with some effort.

This is the reason why MetroGIS invested nearly \$80,000 in the development of DataFinder Café, invested considerable additional effort to use ASP software, as opposed to ArcIMS as the engine, to run the pending Regional Mailing Label Application, and removed the TLG Street Centerline dataset from all web mapping services currently running on the DataFinder server. Unfortunately, use of the ASP method to ensure secure access to the licensed data accessible via Emergency Preparedness Application would require a complete rewrite of the application. (A listing of the pros and cons of the "aliasing the servlet connector" method is provided in the reference section.)

Dakota County has informed MetroGIS staff that two versions of the servlet connector can be supported simultaneously, one exposed and one hidden. MetroGIS staff have not tested this capability and cannot,

at this time, verify that it would meet the primary purpose of MetroGIS's web serves of wanting to share, without licensure, the majority of the data available via the DataFinder server. This testing would be the responsibility of the counties, if the proposed policy is endorsed. Finally, MetroGIS staff have not been informed as to whether or not the subject Emergency Preparedness Application is proposed to include TLG Street Centerline data in addition to parcels and possible other sensitive data. If so, it is unlikely, given past discussions with TLG, that TLG would accept the "aliasing the servlet connector" method as secure enough for their data.

RECOMMENDATION

That the Coordinating Committee:

- 1) Defer to the seven counties to decide if a policy of supporting view-only access to parcel data via an ArcIMS server based application provides sufficient protection for their data. If the counties are willing to acknowledge their approval via the attached letter or resolution dated May 18, 2004, the Committee should recommend that the Policy Board endorse and promote this modification as regional policy.
- 2) Recommend that the Policy Board request the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties.

REFERENCE SECTION

Pros/cons of the “alias the servlet connector” method are detailed in an ESRI document at (http://downloads.esri.com/support/whitepapers/ims/Manage_data_sharing.htm) that deals with managing data sharing from ArcIMS:

Pros:

- Allows normal use of ArcIMS services by Web browser clients.
- Blocks access to ArcIMS services for clients that use a specific url. (/servlet/com.esri.esrimap.Esrimap) to access the Servlet Connector.
- Relatively fast and simple to implement-no programming required.

Cons:

- Requires editing the servlet engine configuration file and Web site files.
- Clients which require a specific url (/servlet/com.esri.esrimap.Esrimap) to the Servlet Connector cannot see your ArcIMS services at all.
- **It may be possible for users to circumvent this strategy (i.e. sending raw HTTP requests to the ArcIMS Servlet Connector).**

Version: May 18, 2004

**EXAMPLE
COUNTY LETTER HEAD**

(Date)

MetroGIS Policy Board
c/o Randall Johnson, MetroGIS Staff Coordinator
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, Minnesota 55101-1633

**Regional Parcel Dataset --
Unlicensed View-Only Access Via Web Application**

Dear Randall:

The purpose of this letter is to inform the MetroGIS Policy Board that *(insert County name)* concurs with its proposed regional policy endorsed *July 28, 2004* concerning view-only access to the Regional Parcel Dataset without the need for prior licensure. It is our understanding that implementation of this policy would permit anyone interested in viewing the MetroGIS-endorsed Regional Parcel Dataset, via the MetroGIS-endorsed Emergency Preparedness web-based application *(insert URL)*, to do so but that their access will be limited to a view-only capability. That is, the actual parcel data is not intended to be downloadable for their use beyond the web application.

In accordance with the MetroGIS Policy Board's request on *July 28th*, *(insert County name)* hereby:

1. Acknowledges it has reviewed and agrees with the technical manner in which MetroGIS's endorsed Emergency Preparedness web-based application would implement the proposed view-only access capability,
2. Authorizes the Metropolitan Council, in accordance with its role as host of the referenced Emergency Preparedness application, to make *(insert County name's)* parcel data accessible via the referenced application without prior licensure, and
3. Agrees not to hold the Council responsible in any way if an unauthorized entity subsequently identifies a means to access the actual parcel data via this application. In such case, *(insert County name)* acknowledges that the only remedy shall be to request the Council to remove its parcel data from the subject application.

(insert County name)'s contact person concerning administration of the Emergency Preparedness web-based application is *(insert name)*. They can be reached at xxx-xxx-xxxx if you have any questions.

Respectfully,

(person authorized to sign)



Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Phase I Socioeconomic Workgroup
Chairperson: Will Craig
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Socioeconomic Information Needs - Phase I Regional Solution

DATE: June 11, 2004
(For the Jun 22nd Meeting)

INTRODUCTION

The Phase I Socioeconomic Workgroup is seeking the Coordinating Committee's approval of the attached Phase I Socioeconomic Regional Policy Statement. It sets forth custodial roles and responsibilities needed to support the Web-based Resources Page that comprises a fundamental component of the previously endorsed Phase I regional solution for the MetroGIS community's Socioeconomic Characteristics of Area Information Need. The subject website is located at http://www.datafinder.org/mg/socioeconomic_resources/index.asp.

PREVIOUS COMMITTEE AND BOARD ACTION

On January 28, 2004, the Policy Board approved the Phase I solution, as the recommended by the Coordinating Committee at its December 17, 2003 meeting. The components of the approval were as follows:

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

In addition, the Committee authorized:

1. A Phase II workgroup and delegated two principal objectives related to identifying data sources for socioeconomic information needs that can not be met with existing data sources:
 - a) Explore new GIS-based solutions that can provide more current and more frequently updated socioeconomic information, more geographic detail and coverage, and more flexible cross-tabular reporting; and
 - b) Review and recommend emerging technologies capable of better aligning socioeconomic data with GIS parcel, dwelling and land use boundary files and attributes.
2. Authorized the Phase I workgroup to reconvene, at a time it determines appropriate during 2004, to evaluate desired enhancements to the recommended web-based resources identified and monitor funding progress for the federal ACS and LED programs, as well as, bring forth a recommendation for action as appropriate.

DISCUSSION

The subject Internet-based Resources Page has been fully operational since April. Since that time, Will Craig, the Workgroup Chairperson, has been working on the details of the roles and responsibilities to maintain the site. The draft Regional Policy Statement outlines these responsibilities. The University of Minnesota has accepted his request to serve as the site content custodian. The Metropolitan Council has accepted the responsibility of hosting the website.

RECOMMENDATIONS

That the Coordinating Committee approve the attached Regional Policy Statement, dated June 11, 2004, which sets forth the custodial roles and responsibilities necessary to support the Internet-based Socioeconomic Resources Page.

REGIONAL SOCIOECONOMIC CHARACTERISTICS OF AREAS PRIORITY INFORMATION NEED POLICY SUMMARY -- PHASE I --

REGIONAL DATA SPECIFICATIONS

DESIRED SOCIOECONOMIC CHARACTERISTICS OF AREAS DATA SPECIFICATIONS

The Phase I solution to MetroGIS Socioeconomic Characteristics of Areas Information Need focuses on the priority socioeconomic information needs¹ of the MetroGIS community that can be satisfied with existing published data. These data are published by a number of organizations including federal, state, metropolitan, county, and non-profit authorities. To help the user community more easily locate data with specifications consistent with identified desired characteristics, MetroGIS facilitated the development and long-term maintenance of the Web-based Socioeconomic Resources Page at http://www.datafinder.org/mg/socioeconomic_resources/index.asp.

The subject data have simply been cited and summarized in the Resources Page, along with information about how to obtain them. The producers have not been contacted, other than to clarify descriptions of their respective data holdings.

Roles and Responsibilities

A. PRIMARY CUSTODIAN

Numerous entities including federal, state, metropolitan, county, and non-profit authorities.

B. PRIMARY CUSTODIAN RESPONSIBILITIES

No agreement has been sought by MetroGIS with any of the many cited primary producers. Each of the cited data sources is a long time, trusted publisher of data that is a product of their respective internal business needs.

C. REGIONAL CUSTODIANS

The University of Minnesota's (*dept name - University Library, its Government Publications Library, or the Population Center*) has accepted custodian responsibility to maintain the content of the MetroGIS Socioeconomic Web Resources Page (www.datafinder.org/mg/socioeconomic_resources/index.asp) and the Metropolitan Council has accepted custodial responsibility for the hardware, software and related support necessary to provide access to the Socioeconomic Resources Page via the Internet.

D. REGIONAL CUSTODIAN RESPONSIBILITIES

1. Content of Resources Page:

The University of Minnesota's (*dept name- University Library, its Government Publications Library, or the Population Center*) has accepted the following custodial responsibilities:

- a) **Maintain Technical Integrity:** Periodically check the URL links to data sources cited in the Resources Page to make certain they are still live. If a link is broken, they will research and replace the dead link. This activity will occur comprehensively at least one time per year ([a specific month should be agreed](#))

- upon*), according to a schedule approved by the MetroGIS Coordinating Committee, and as notified by users. All changes will be conveyed to the Metropolitan Council GIS Unit in a format, acceptable to both parties, that clearly communicates the changes proposed.
- b) **Monitor Currency of Site Content:** Inform MetroGIS, via the MetroGIS Staff Coordinator, of any new socioeconomic data sources that provide sub-state and/or sub-regional information, which MetroGIS should consider adding to the Resources Page. For example, the American Community Survey (ACS) when it begins delivering more complete data coverage. In this case, the regional custodian will draft text for a *Data Source* page on ACS along with new entries for the *Data Resource Page*.
 - c) **Monitor User Satisfaction:** Participate in forums/discussions sponsored by MetroGIS that pertain to the Socioeconomic Data Resources Page and participate in subsequent discussions about which recommended enhancements to implement. Answer user questions related to data content whenever possible.

2. Maintenance of the Webserver

The Metropolitan Council has accepted the following custodial responsibilities:

- a) **Provide Server Support:** Provide and maintain all hardware, software and related support necessary to host the Socioeconomic Data Resources Page in an Internet environment, including but not limited to data archive, backup, retrieval and disaster recovery.
- b) **Implement Resource Page Changes:** Upon notification from the MetroGIS Staff Coordinator of approved changes to the Resources Page, modify the site to implement these changes.
- c) **Manage Feedback Link:** Comments obtained via the feedback link from the Resources Page will be consolidated not less than quarterly.
- d) **Communicate Feedback to MetroGIS:** Feedback received via the Resources Page link will be transmitted periodically to the MetroGIS Staff Coordinator who will share it with the Coordinating Committee for direction.

E. METROGIS RESPONSIBILITIES

Monitor Satisfaction and Oversee Implementation of Desired Improvements: As requests and/or opportunities become known through user feedback and following major data release events, such as the decennial Census, the MetroGIS Coordinating Committee will provide direction to the University (*name*) as to MetroGIS's preferences to address such matters. MetroGIS will also host a Data Users Forum every 3-5 years, beginning in Spring 2005 or as otherwise determined by the Coordinating Committee, to obtain feedback from the MetroGIS community as to desired enhancements to the Resources Page and any associated data access, content, documentation and/or distribution policy(ies).

ⁱ The research conducted by MetroGIS to identify the community's priority socioeconomic information needs is summarized at http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/index.shtml#data.



TO: Coordinating Committee

FROM: MetroGIS Staff Support Team
Contacts: Steve Fester (651-602-1363)
Kathie Doty, Richardson, Richter & Associates, Inc.

SUBJECT: Quarterly Update - Performance Measure Reporting

DATE: June 11, 2004
(For the Jun 22nd Meeting)

INTRODUCTION

In this report, staff have identified one anomaly in the performance measure reporting statistics for March through May and are seeking direction from the Coordinating Committee as to possible explanations. The Committee has asked staff to bring one or more anomalies in the performance measure reporting statistics to it for discussion each quarter.

PERFORMANCE REPORTING STATISTICS : MARCH-MAY 2004:

Staff have reviewed the performance measure statistics for March through May 2004. Total DataFinder use in March was 1,654 sessions, which surpassed the previous record that occurred in February 2004. More notable was the number of dataset downloads, at 1,134 in April, which was also the highest to date surpassing the record of 952 in February. Summary graphs are provided in the Reference Section. The actual detailed monthly data totals from mid-2002 through December 2003 are available at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf. The detailed data for 2004 are available upon request.

Staff also believe it is noteworthy to report that regionally-endorsed datasets continue to dominate downloading activity (4 of the top 10), despite comprising less than 10 of the 116 datasets currently available via DataFinder.

RECOMMENDATION

That the Coordinating Committee offer a possible explanation for the spike in dataset downloads for the month of April and, in general, the higher amount of downloading activity experienced February through April than has been previously experienced .

REFERENCE SECTION

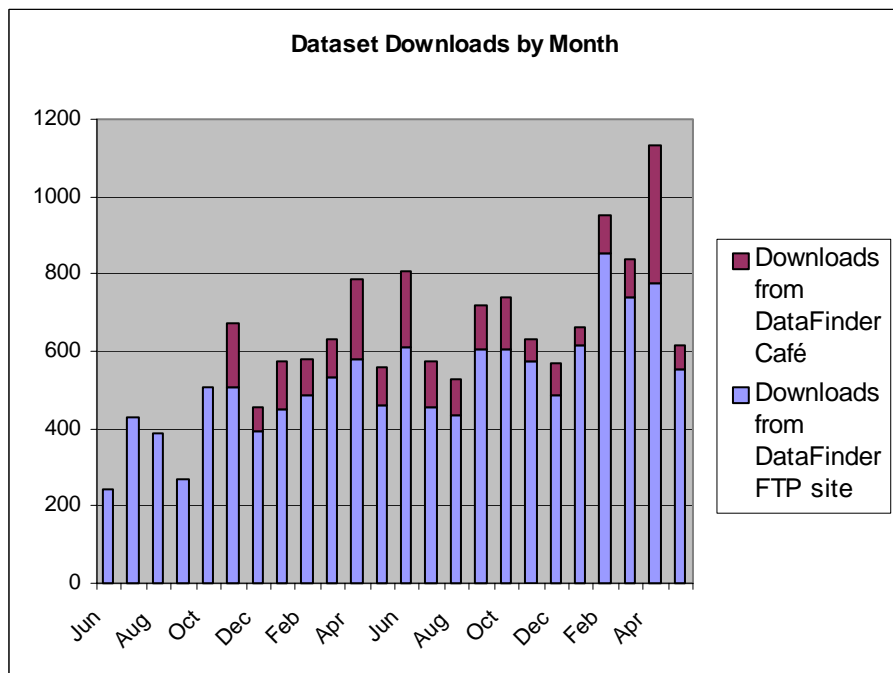
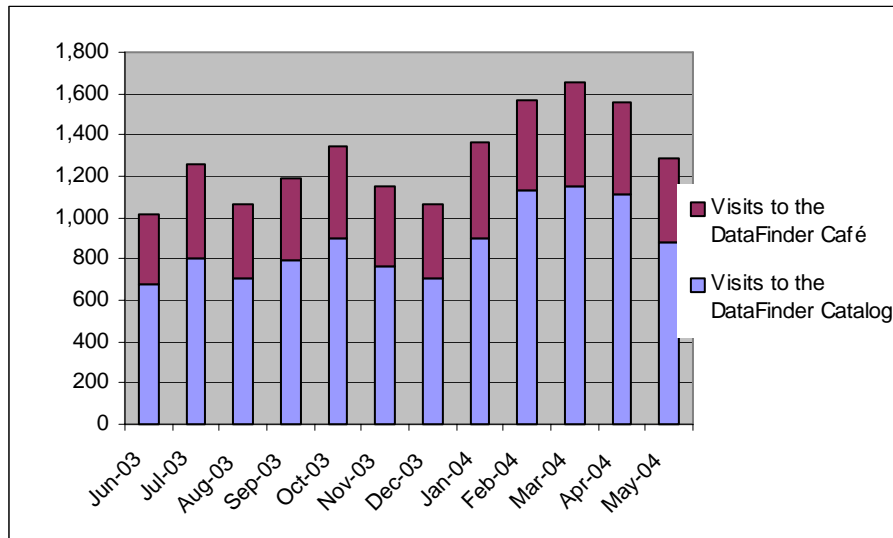
PAST COMMITTEE ACTION

1. April 9, 2003, the Coordinating Committee:

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

2. January 28, 2004: The Policy Board adopted the 2003 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf.

EXCERPTS FROM MONTHLY PERFORMANCE MEASURE REPORT





TO: Coordinating Committee
FROM: MetroGIS Staff Support Team
Staff Contact: Randall Johnson (651-602-1638)
Kathie Doty, Richardson, Richter & Associates, Inc.
SUBJECT: Fall Workshop
DATE: June 11, 2004
(For the Jun 22 Mtg)

INTRODUCTION

The workgroup that is overseeing preparations for the proposed Fall Workshop is requesting Committee feedback on the attached preliminary workshop agenda and a tentative schedule of activities leading up the workshop.

BACKGROUND

1. At the December 2003 meeting, the Committee concluded that it should meet in a workshop setting to discuss several strategic issues it had identified and asked staff to include the idea as a discussion item at each of its 2004 meetings.
2. At its March 31st meeting, the Committee accepted a list of issues (see Reference Section) that it wants to address during the workshop and created a workgroup to continue to oversee preparations for the workshop. In addition, it was agreed that a general dialogue related to the broad vision for MetroGIS should proceed discussion of the specific cited issues.
3. On April 22nd the workgroup agreed on a strategy for the forum that is represented by the attached preliminary agenda.

SEQUENCE OF PREPARATIONS

June 22 Committee Meeting:

- Overview of the workshop particulars: purpose, agenda, outcomes, invitees
- Authorize data user survey initiative (targeted feedback from broad spectrum of professional and organizational perspectives to lay groundwork for “Are we done yet? discussions)

July 27 Policy Board Meeting: Informational item – same as presented at the June Committee meeting.

September 29 Committee Meeting:

- Where we are today? (Mission statement review plus overview of accomplishments)
- SWOT Analysis Exercise – Brainstorming to expand upon the previously identified issue statements to identify any additional opportunities, threats, strengths and weaknesses to catalyze discussion workshop.
- Offer a proposal to help everyone better comprehend the relationship between data, applications, and resources needed to address common information needs.

October 1st: Complete report summarizing results of data user survey.

Fall Workshop – 2nd or 3rd week in October, assuming the next-generation data sharing agreements are accepted by all counties with little additional negotiation. (Note: MetroGIS’s cost to negotiate the pending agreement is substantially higher than had been budgeted. The result is less funding available for the workshop. Once agreement is reached, a decision will be made whether or not to hold the workshop this fall or push it back to January or February and utilize funding budgeted for the 2005 Business Plan Update.

INVITEES

The desired participants would be as follows: 1) all Coordinating Committee members, 2) Policy Board members representing each of the organization types on the Board, 3) 3-5 experts in their fields whose comments would catalyze thinking out of the box as to possibilities and future directions for MetroGIS.

RECOMMENDATION

That the Coordinating Committee:

- 1) Agree on desired additions or modifications to the draft Workshop Agenda. Anything missing?
- 2) Comment on the proposed sequence of events. Anything missing?
- 3) Comment on the proposed invitee strategy.

REFERENCE SECTION

BACKGROUND AND QUESTIONS FOR ISSUE STATEMENTS FOR FALL 2004 WORKSHOP - 3/31/04

1. *Common Information Needs – Data Component:*

A. Issue Statement: Work on solutions to several priority common information needs is stalled or moving ahead very slowly. (*THE CURRENT INFORMATION NEED SOLUTION PROCESS NEEDS TO BE CLEARLY UNDERSTOOD BY COMMITTEE MEMBERS PRIOR TO THIS DISCUSSION.*)

Background: Several regional solutions to common information needs, for which clear regional champion organizations exist, including a distribution mechanism, have been implemented (census geography, parcels, street centerlines, jurisdictional boundaries, planned land use, and DataFinder.) Unfortunately, work is progressing at a much slower pace on solutions to several other common information needs. In these cases, no single organization appears to have a compelling business need to guide the regional solution process in a manner that addresses the preferences of the broader community (e.g., existing land use, hydrology, and potentially Phase II of the pending socioeconomic effort.)

Where regional solutions have been implemented, they all have in common an organization that volunteered to facilitate broadly-supported agreement on data specifications and custodial responsibilities; resulting in a uniform solution for the entire seven county Metropolitan Area. With the exception of the Land Cover solution, which DNR championed, the regional custodian for the other implemented regional solutions is the Metropolitan Council. One of the reasons that progress has slowed on regional solutions to the remainder of the endorsed common information needs is that the Council does not have a compelling business need to be a part of solution. Therefore, if a regional solution is to be achieved for the common need efforts that are stalled or moving slowly, changes in perception of desired outcome and possibly in practice may be needed.

Discussion Question A: Should MetroGIS's efforts deviate from current expectations for future regional solutions? *For example: MetroGIS's efforts may be limited to defining a best practice (e.g. coding scheme) and possibly hosting an Internet-based application for a particular solution, which would be widely promoted but there would not be a regional custodian to monitor activity or assist with issues as they arise.*

Discussion Question B: What changes could be made to the current information needs solution process to improve flexibility and timely responsiveness to new issues and opportunities, without compromising the currently sought after breadth of participation to define expectations and broadly-supported solutions?

Discussion Question C: Would consideration of the concept of multiple organizations sharing update/maintenance responsibilities for a particular dataset (e.g., separate custodians for the spatial data versus attributes) move stalled discussions forward? Is this concept practical?

B. Issue Statement: No activity has been initiated for two endorsed priority information needs – Land Regulations and Rights to Property.

Background: MetroGIS's current philosophy assumes that an organization with a compelling internal business need must provide leadership to guide the process of defining a desired regional solution, be it Data, Applications, and/or Best Practice. Despite outreach efforts to foster interest in investigating solutions to the Land Regulations and Rights to Property information needs, no person/organization has come forward.

Discussion Question: If a lead person/organization does not volunteer after a specified period of time, should MetroGIS continue to cite the status of specified common information need as To Be Determined (TBD)? What efforts are appropriate to seek out a lead organization? Should formerly identified common information needs, for which no work on a solution has been initiated, be included in any next-generation priority setting process?

C. Issue Statement: Other common information needs may be appropriate for regional solutions in addition to those identified in 1997

Background: In 1997, MetroGIS endorsed its original 13 priority common information needs. The time horizon for answering the question “I need to know about (*information need*)” was 5 years or 1997-2002.

A second-generation common information needs identification project has been anticipated in the Committee’s workplan since 2002. No action has been initiated to identify any additional common information need candidates because the work on the first round of the priority needs is still in progress. Although, following the September 11, 2001 national tragedy, the Policy Board added Emergency Preparedness to the list of original 13 priority common information needs.

The pending Minnesota Spatial Data Infrastructure (MSDI) Plan identifies framework data themes (e.g., elevation and imagery) that are not currently recognized as possible collaborative opportunities for the MetroGIS community.

At the Committee’s December 17th 2003 meeting, Member Knippel commented that maybe MetroGIS should cease taking on new regional solution initiatives because existing resources may not be able to support the desired solutions. A similar statement was made by a Policy Board member when the Phase I Socioeconomic Implementation strategy was proposed for approval, which resulted a discussion about how MetroGIS staff are not the primary support for defining solutions and that initiatives are not undertaken unless the required support resources are available. Attachment A was produced to demonstrate that many individuals (77) are currently participating in MetroGIS’s regional solution efforts and that only a few are involved in more than one workgroup at a time.

Discussion Question: Should MetroGIS continue to plan on conducting a second-generation common information need discovery process to define additional candidates for regional/collaborative geospatial solutions?

D. Issue Statement: Some information needs, although not common to all five organizational types represented on the MetroGIS Board, are important enough to consider for regional solutions, assuming that an organization with a related business need is willing to shepherd the process of defining a desired regional solution.

Background: In Nancy Tosta’s keynote address at MetroGIS’s November 2002 Participant Appreciation Event, she encouraged MetroGIS not to limit its concept of “common information need” to only those needs important to all five types of government organizations represented on the Policy Board (cities, schools, watersheds, counties, regional), but rather to also consider pursuing regionally-endorsed solutions to needs critical to a subset of the core stakeholders. She recognized the current strategy was important when MetroGIS was established to ensure all stakeholders benefited and were engaged, but now that MetroGIS is more well established she encouraged MetroGIS to consider collaborative initiatives important to a subset of the core stakeholder community.

Discussion Question A: Should MetroGIS seek out opportunities to collaborate among subsets of its core stakeholders once solutions to information needs common to all of its core stakeholder organization types are in place?

Discussion Question B: What considerations should drive a decision to recognize, as a MetroGIS priority, a need that is shared by some, but not all, core stakeholder organization types?

Discussion Question C: Should there be a minimum number of qualifying organizational types citing a common information need before MetroGIS’s resources are made available?

Discussion Question D: Should needs that are common to all core organization types be viewed as a higher priority than needs common to a subset of organizations represented on the Board, all other things being equal?

2. Beyond Data – Regional Solutions to Common Information Needs:

Issue Statement: Applications, in combination with implementation of a regional dataset(s), often are needed to totally satisfy an information need. Applications to query, analyze, map, and convert regional datasets to other forms (mailing labels) are often an integral part of the complete solution

Background: The current Business Plan recognizes the importance of applications to addressing priority information needs. No formal policy currently exists to decide priorities related to pursuing applications to complete a information need solution or to pursue a solution for a the data component. The first time the need for such a policy arose was in 2002 when the decision was made to pursue a regional mailing label application to address the “I need to know where someone lives and how to contact them” information need. The current work plan calls for identification of other candidates for regional solutions to priority information needs. In the past, priority has been given to projects that have sponsorship and resources.

Discussion Question A: Should a formal policy be set to establish priorities among the data and application components for common information needs, which have not be satisfied?

Discussion Question B: Should the same three outcomes be sought for applications as for data relative to solutions for common information needs (specifications, roles and responsibilities, and willing custodian)?

Discussion Question C: Given that MetroGIS has achieved some maturity in terms of regional data solutions, best practices and policies and that a good deal of trust has been established, should MetroGIS now consider looking into how the constituent organizations might move closer to integrated business processes?

3. Is Collaboration to Address Common Geospatial Needs Worth the Benefits? The Costs?:

Issue Statement: Testimonials, other anecdotal evidence, and performance measures clearly demonstrate that MetroGIS’s accomplishments are benefiting the community but the cost to the key participants is not well understood.

Background: MetroGIS’s underpinning philosophy assumes that collaborative solutions, by their nature, must address a compelling self-interest/need of the participating entities in a more cost effective manner than can be achieved individually. MetroGIS also currently leaves this judgment up to the individual participating entities due to the wide variation in business functions and practices. Evidence that this self-interest is being met includes consistent good attendance at all meetings and forums since inception as well as testimonials.

Last Spring, at the direction of the Coordinating Committee, staff conducted a series of interviews in an attempt to implement Performance Measures 6 and 7 (page 12 of the document at http://www.metrogis.org/benefits/perf_measure/perf_meas_plan.pdf), which called for quantifying benefits to key producers of participating in MetroGIS’s efforts. At its September 2003 meeting, the Committee concurred with staff’s conclusion that quantifying costs to the data producers could not be meaningfully accomplished. As such, a Performance Measure Plan amendment was recommended to continue the prior practice of seeking out qualitative evidence of benefit through testimonials. Member Knippel raised the matter again at the Committee’s December 2003 meeting and it was agreed to add this topic to the agenda for the fall 2004 Workshop. Member Craig offered a suggestion to quantify volunteered time on the part of the producer community as a component of quantifying costs versus benefits.

Discussion Question A: Should MetroGIS attempt to quantitatively document direct (and indirect?) costs by all participants related to its achievements/benefits?

Discussion Question B: If so, what should the component measures and responsibilities be to accomplish this quantitative documentation. What should and should not be included? What level of effort is deemed satisfactory to achieve the desired documentation?



METROGIS WORKSHOP: "ARE WE DONE?"

Fall 2004
8:30 AM - 3:00 PM
Location - TBD

AGENDA (DRAFT)

- I. Introduction and Background
 - A. Kick off Presentation: Chair Reinhardt
 - Celebrate Successes
 - Expectations for What the Workshop Should Accomplish (identify obstacles; possible strategic direction)
 - What will happen with the results/work of the Retreat
 - B. Review Workshop Agenda
 - C. Set the Stage: Report on SWOT Analysis

- II. Retreat Discussion
 - A. **Are We Done?** ... with providing data solutions to Common Information Needs
(process for items 1 - 3: presentation only; items 4 - 7: brief presentation or overview, facilitated discussion, summarization of conclusions or follow up items)
 - 1) User survey findings (presentation to provide the perspective of those who are not participating in the retreat; to capture broader organizational and professional view)
 - 2) What's common information needs have been addressed? (i.e. What's done?)
 - 3) What is not done?
 - 4) Of what is not done, what still rises to the priorities list?
 - 5) What should we do about common information needs that are still a high priority, but have not been addressed?
 - 6) Are there other common information needs that should become priorities?
 - 7) Have we ensured that the current investment in addressing common information needs is being maximized? Are organizations that could/should benefit from use of the data accessing and using the data?

L u n c h B r e a k

(open networking)

B. **Are We Done?** ...exploiting other opportunities beyond data for regional collaboration through MetroGIS

- 1) Discussion of Opportunities (start with paradigm, like the Home Depot metaphor - ask presenters to describe their ideas with the paradigm)
 - building applications
 - providing services: direct data access
 - public / private partnerships and initiatives
 - other?

- 2) Panel Discussion (point and counter point)
 - *Should MetroGIS's role be expanded to seek out opportunities for collaboration beyond data?*
 - *If yes, how?*

For each of the opportunities:

- *what criteria should be used to determine whether MetroGIS should have a role?*
- *how do we measure the cost / benefit?*
- *what roles should MetroGIS play?*
- *how do we get the right organization involved / leading?*
- *how do we get policy-level support for initiatives that we think should be regional?*

III. Conclusion

- A. Reaction / comments from Policy Makers in attendance
- B. Next Steps - Synthesizing what we heard



TO: Coordinating Committee
FROM: MetroGIS Support Staff
Contact: Randall Johnson (651-602-1638)
SUBJECT: GIS Technology Demonstration – April 2004 Policy Board Meeting
DATE: June 11, 2004
(For the Jun 2nd 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 July 28, 2004 Policy Board meeting. Dennis Welsch, with the City of Roseville, has agreed to talk about their use of detailed household-based socioeconomic data to support comprehensive planning activities.

BACKGROUND

MetroGIS's initial information need priority setting was completed by the Policy Board in May 1997. Since that time, eight of the twelve Policy Board members have changed.

Following comments made by Policy Board members at the January 2004 Board meeting, Chairperson Reinhardt encouraged the Coordinating Committee to arrange for GIS Technology Demonstration topics that will help current Policy Board members better understand the breadth of information needs that are priorities of the MetroGIS community. In particular, Chairperson Reinhardt encouraged demonstrations that relate to one or more of the following topics: socioeconomic information, how implemented regional solutions are making a difference, identified priority needs for which a regional solution is not yet in place, as well as, the highly participatory methods utilized by MetroGIS to craft broadly supported strategies to address priority common information needs.

Refer to Reference Section for more information about the comments made at the January Policy Board meeting, a listing of previous demonstration topics, and other candidate presentations previously identified.

CANDIDATE PRESENTATION – CITY OF ROSEVILLE'S EXPERIENCE

The City of Roseville is using a GIS technique called thermal mapping to analyze housing and land use trends in the community. The foundation of their analysis is socioeconomic data, which contain over 20 fields of information about each residential household in the community. This leading edge application of GIS technology is, in turn, serving as the basis for city policy making related economic development, land use, transportation capacity building, utility and infrastructure sizing, park programming, emergency services, housing and other city functions. In addition, these data resources aid in collaborative efforts with adjoining cities, area school districts and others.

Dennis Welsch, the Roseville Community Development Director, is willing to share this information with the Policy Board if the Coordinating Committee accepts this topic for the GIS Demonstration at the July 2004 Policy Board meeting. A preliminary outline of Mr. Welsch's proposed comments is attached.

RECOMMENDATION

That the Coordinating Committee invite Dennis Welsch to share with the Policy Board on July 28th how the City of the Roseville has improved its responsiveness to community needs via use of the GIS and robust socioeconomic data.

REFERENCE SECTION

EXCERPT FROM JANUARY 28, 2004 BOARD MEETING

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

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

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

In other words, a synopsis of who is benefiting from MetroGIS's efforts and why.

PAST POLICY BOARD DEMONSTRATION TOPICS:

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

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Last Fall, SRF Consulting's use of MetroGIS's regional solutions to address a host of their government clients' business needs was the subject of a MetroGIS benefits testimonial. This testimonial can be viewed at <http://www.metrogis.org/benefits/testimonials/srf.pdf>. Due to the breadth of regional data types and range of clients depicted in this testimonial, the Committee at its March 31st meeting asked staff to invite SRF to summarize the content of their testimonial. Mr. Diedrich, with SRF, is interested but due to a current heavy workload is not available until fall 2004 at the earliest.
2. 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.
3. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (<http://www.metrogis.org/benefits/testimonials/index.shtml>) and request a presentation from the perspective of watershed districts.

Some Thoughts on the Uses of GIS and Demographics

**Dennis Welsch,
City of Roseville
July 28, 2004**

I've been invited to speak with you about the products and community benefits of combining GIS and demography.

Based on the Ramsey County parcel base, Roseville has used a Geographic Information System (GIS) since 1993. It has become a very popular and successful cartographic tool creating thousands of mapping products. In 1997-98 when the City and the seven-city 35W Coalition introduced demography at the parcel level, GIS became the planner's assistant (and asset) for preparing comprehensive plans. To maintain and improve the community quality of life, we plan with and for people and provide improved service delivery to them. Demographic data is essential.

We must understand their aggregate housing size and type, housing value, neighborhood permits and improvement status, and condition, income, family size, age, number of school children, number of vehicles, commuter patterns. With reliable, maintained, and regularly updated data (actual counts), we can very efficiently provide policy makers and the public with more topic depth (in a short time this may be accessible via internet). Some products and benefits of good social and economic data with GIS include:

- Transportation capacity planning**
- Utility/infrastructure sizing**
- Housing and community development; projecting new resident needs**
- Jobs (Work Force Centers) - defining labor sheds where workers come from and go to work**
 - Matching jobs and housing income to provide a choice in commute length**
 - Matching job skills with employers within selected areas**
 - Matching leased and for sale with projected employee capacity**
- School aged enrollments and projections for those under 5 years**
- Park programming and equipment**
- Emergency services, police, fire, medics, fume and pipeline safety**

(Graphic examples of these topics will be available at the July 28th meeting.)