

**December 21, 2006**

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

*(North of Capitol Building about ½-mile and west of Jackson Street on Empire)*

**1:00 to 3:00 p.m. (extend if needed)**

**See directory in lobby for meeting room location**

## **Agenda**

	<i>Page</i>
<b>1. Call to Order (Introduce Harold Busch and Tim Loesch)</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) September 13, 2006	<i>action</i> <b>1</b>
<b>4. Summary of October 18<sup>th</sup> Policy Board Meeting</b>	<b>7</b>
<b>5. Action and Discussion Items:</b>	
a) Election of Officers	<i>action</i> <b>8</b>
b) 2007 Meeting Schedule	<i>action</i> <b>11</b>
c) Committee Membership - Non Profit Seat	<i>action</i> <b>13</b>
d) 2006 Annual Performance Measurement Report	<i>action</i> <b>15</b>
e) 2006 Accomplishments and Annual Report Theme	<i>action</i> <b>18</b>
f) Preparation for Strategic Directions Workshop (February 8, 2007)	<i>action</i> <b>24</b>
g) GIS Technology Demonstration for January 2007 Policy Board meeting	<i>action</i> <b>31</b>
h) Policy for Decisions Between Meetings	<b>33</b>
<b>6. Project Updates:</b>	<b>37</b>
a) Upgraded DataFinder Operational in October	
b) 2006 Regional GIS Projects	
c) Business Plan/Performance Measurement Plan Updates	
d) Priority Business Information Need Solutions and User Satisfaction Forums	
e) County Data Producer Workgroup Activities	
<b>7. Information Sharing:</b>	<b>38</b>
a) New Testimonial – U of M	
b) Technical Advisory Team (TAT) – November 16 <sup>th</sup> Meeting Summary	
c) Presentations / Outreach / Studies	
d) Metro and State Geospatial Initiatives Update	
e) Federal Geospatial Initiatives Update	
f) Other News	
<b>8. Next Meeting</b>	
March xx, 2007	
<b>9. Adjourn</b>	

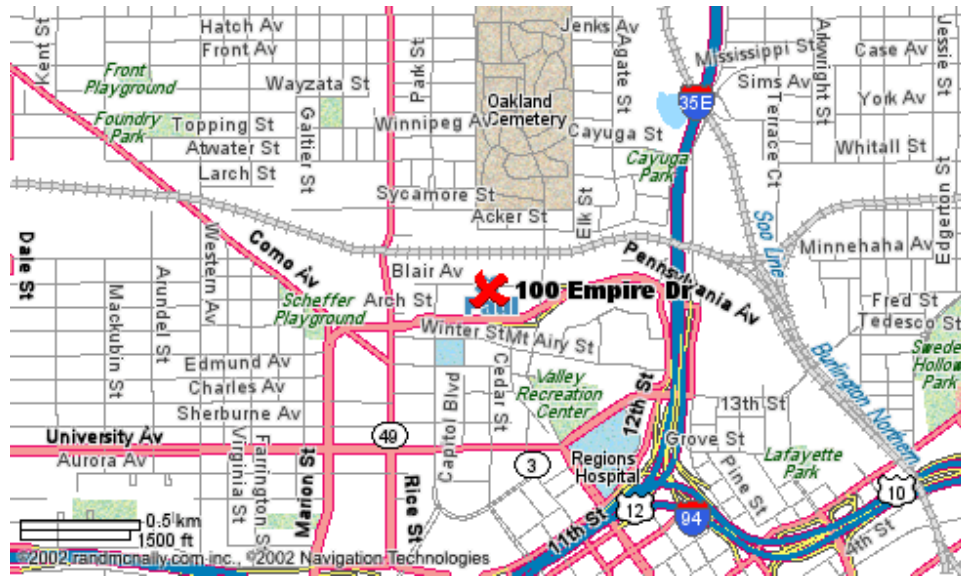
### **Mission Statement**

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

---

## How to find the MCIT Building:

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



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

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

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

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

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

**Meeting Summary  
MetroGIS Coordinating Committee  
MN Counties Insurance Trust Bldg. – Board Room  
September 13, 2006**

**1. CALL TO ORDER**

Chairperson Read called the meeting to order at 1:05 p.m. She introduced Chris Kline, who joined the MetroGIS staff support team that morning. Mr. Kline filled the Administrative-Technician position that assists the Staff Coordinator with support of MetroGIS.

Chairperson Read also presented a Certificate of Appreciation to Bob Cockriel who was resigning from the Committee following this meeting. Mr. Cockriel thanked the Committee for the opportunity to serve and explained that he had arranged through the AMM to have Harold Bush take his place. Mr. Bush is the GIS Manager for the City of Bloomington.

Members Present: *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown and Scott Simmer (Hennepin), Jim Hentges (Scott) and Jane Harper (Washington); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* David Bitner (Metropolitan Airports Commission);, Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT) and Glen Radde for Robert Maki (DNR); *Utilities:* Al Laumeayer (CenterPoint Energy); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Academics:* Will Craig (U of M); *Business Geographics:* Chet Harrison (CB Richard Ellis); Steve Lorbach (AMM: core cities - City of St. Paul), *Counties:* David Claypool (Ramsey), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); and *State:* David Arbeit (GDA/LMIC).

*Note: Jessica Horning (Greater Minneapolis Day Care Assoc.) resigned her Non Profit seat on the Committee in August.*

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team)

**2. ACCEPT AGENDA**

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

**3. ACCEPT MEETING SUMMARY**

Henry moved and Bitner seconded to approve the summary for the Committee's June 28, 2006 meeting, as submitted. Motion carried, ayes all.

**4. POLICY BOARD MEETING:**

Chairperson Read commented that the presentation at the October meeting pointed out the need to insure the message of each Technology Demonstration must be appropriate for policy makers. She commented that Board members were confused by "broker concept", some believing it was a combination of policy and technology as supported by MetroGIS, and as a result follow up

meetings were needed to mitigate the confusion. The confusion was exacerbated by a focus on a “service-oriented architecture” that did not appear to be grounded in the facilitation of inter-organizational data sharing policy that is central to the Policy Board’s efforts but proposed a more complex environment than is currently supported by MetroGIS. Read expressed a need for the next demonstration topic to reestablish rapport with the Board members.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Strategic Directions Workshop Preparations**

Chairperson Read requested comments and reiterated the importance of the Strategic Directions Workshop and the need to settle on scoping themes of greatest importance, if possible at this meeting.

Vander Schaaf asked for further discussion regarding the anticipated workshop participants. Read noted that target participants include all Coordinating Committee and Policy Board members, supplemented by others with perspectives important to the future of MetroGIS not currently represented or under represented. Chairperson Read asked members of the Committee members to contact staff with suggestions of highly respected individuals who could provide valuable supplemental perspectives as well as facilitator candidates for the Workshop. Drealan asked about the desired number of participants. The Staff Coordinator replied that there is no fixed number, but a group of 25-30 persons is desirable.

Henry asked about the process for the selection of the facilitator and how their services would be paid for. The Staff Coordinator summarized the desired facilitator characteristics, as had been defined by the Workshop Planning Committee, and noted that the facilitation fee is proposed to be paid from the budgeted MetroGIS funds provided by the Metropolitan Council. Representatives of the Workshop Planning Committee commented that process details beyond that outlined in the staff report had been decided/discussed awaiting selection and participation of a facilitator. (Editor’s note: the final agreement to payment of the facilitation costs calls for \$5,000 from the Council’s funding to MetroGIS and \$2,500 from funds donated to MetroGIS.)

Harper reiterated the need to insure that the Workshop Planning Committee had identified the most important themes around which to design the Workshop. Chairperson Read enforced this notion by posing the question “If \_\_\_\_\_ does not happen at this workshop, I would be disappointed.” Both Harper and Read asked the members for suggestions/modifications of the themes identified by the Workshop Planning Committee about topics that would make the experience worth they time to participate. It was noted that organizational structure is not intended to be a discussion item. Rather the focus is intended to be on function and if desired function dictates a change in organizational form that will be a matter for investigation during the subsequent Business Plan Update process.

Knippel suggested that a workshop theme should be added to take about ways that MetroGIS could influence/collaborate with the State to achieve statewide cooperation among disciplines to help shape future policy.

The Staff Coordinator was asked to summarize currently defined common information needs and status to achieve regional solutions to share the workshop and to include a summary of the previous major Business plan objectives for background information. The Committee

decided that a target timeframe for the Workshop should be the last week of November (the week after Thanksgiving) or the first week in December.

**b) 2007 Budget and Major Program Objectives**

Chairperson Read summarized the proposed 2007 budget and program objectives outlined in the agenda report and emphasized that the proposed funding and related staff support are limited to MetroGIS's "foster collaboration" function. That is, stakeholder costs related to maintenance of regional data solutions are not included. Chairperson Read noted that the Metropolitan Council has included these "foster collaboration" support resources in its proposed 2007 budget, as it has in the past, and no substantive changes are proposed to either the program objectives or the budget pending completion or the proposed Business Plan Update initiative.

Chairperson Read then asked for comments regarding the listing of major program objectives presented in the agenda report. Brown asked about the origin of the proposed objective to define "derivative product" in relation to the regional parcel dataset. Member Drealan commented that this topic is on the agenda for the County Data Producers Workgroup and would like be addressed before year-end. He noted that its origin is in request to define distinguish parcel related data that is summarized to larger geographies than parcels from data subject to licensure requirements pertaining to source parcel data. No other comments were received regarding the proposed program objectives for 2007.

Harper inquired whether the performance measurement reporting program includes an assessment of custodian compliance with endorsed roles and responsibilities. The Staff Coordinator commented that the annual Performance Measurement report addresses this topic but that the assessment is conducted from an anecdotal perspective, that is, if data users are generally satisfied with the data received then it is assumed that the roles and responsibilities are being appropriately supported. It was agreed that a more direct evaluation should occur as a component of the Business Plan Update process.

**Motion:** Henry moved and Cockriel seconded that the Coordinating Committee to recommend that the Policy Board accept the preliminary 2007 major work program priorities (Attachment B) and preliminary 2007 Budget for MetroGIS's "Foster Collaboration" Function (Attachments C - E) as presented in the agenda report dated August 23, 2006.

Motion carried, ayes all

**c) Regional Emergency Preparedness Solution – Evaluation Plan**

Vice-Chairperson Knippel provided background that led to the proposal to document issues and concerns of the Workgroup outlined in the agenda report. He began by explaining the Emergency Preparedness Workgroup's accomplishments, current focuses, consolidation with the Governor's Council on Geographic Information Emergency Preparedness Committee, and outreach activities and then summarized the Workgroup's concerns.

Specifically, Knippel noted that the anticipated demand for EM-related GIS data is not as high as anticipated. He commented that he is concerned and disappointed with the current lack of a common operating picture across the state and nationally and stressed a need to educate leadership in the Emergency Preparedness community about the benefits they can realized through the use GIS technology. Knippel concluded his comments with a statement

that the Workgroup realizes that it needs to regroup and is looking for resources and insight into to how to gain influence at the Agency Commissioner level.

The idea of hosting a strategic visioning event was offered as a possible component of the Business Plan Update process. The Staff Coordinator commented that whether through as visioning process or some similar mechanism, someone will need to look into the problem from the perspectives of: a) soundness of the value proposition, b) political legitimacy/support for the value proposition and c) sufficiency of operating capacity in order to define a strategy to address the concerns mentioned by Knippel.

Discussion ensued about whether the Emergency Preparedness Workgroup should focus its attention on the local or state level, resulting in a suggestion to focus on recruiting local governments to participate. Gelbmann commented that the current focus on data collection should be sustained, prompting Harper to request clarification on the current outreach methodology. Gelbmann replied that the current process assumes development of data and basis application functionality is required to build support for further data development and to nurture supportive relationships with senior level officials.

Chairperson Read noted that one approach to improve understanding of benefits among the leadership of the Emergency Management community might be to find ways to leverage the Metropolitan Emergency Services Board embracing of GIS technology (e.g., include references in training). Brown stated that more effort is likely needed to educate at the grassroots level about the benefits of using GIS technology. Rowekamp commented that the issue seems to be that of classic matter of marketing and suggested the topic be a consideration for the strategic directions workshop/business plan update initiative. Specifically, a decision needs to be made on the level of support that is appropriate for MetroGIS and, in particular, which organization(s) need to assume the lead support role if a priority of the MetroGIS community. Bitner concurred that there is role for members of the Coordinating Committee to leverage their own resources beyond the forum provided by MetroGIS.

The Committee encouraged the Workgroup to document the issues and constraints it has encountered and its concerns to share as topic for strategic direction during the upcoming Business plan Update process.

**d) GIS Demonstration for October Policy Board Meeting**

Ortho-oblique technology was offered as a topic for the October Policy Board Demonstration. Knippel commented that an ortho-oblique demonstration could be used to pique interest in true GIS applications.

Harper suggested that the Committee consider selecting the M3D project for the next demonstration because of its clear connections to MetroGIS M3D- makes use of MetroGIS's efforts to facilitate regional solutions to common information needs (parcels, socioeconomic, etc), provides a web-based tool to visualize and analyze socioeconomic data which is one of the thirteen common information needs, and it demonstrates how GIS technology can be used to support policy decisions. Harper noted that although the ortho-oblique (Pictometry) imagery is a worthy demonstration topic, she believes a topic with clear connections to MetroGIS's efforts should be selected for the October meeting given the misunderstandings that arose in connection with the July presentation.

Vander Schaaf commented and the Committee concurred that the M3D topic would be a better topic for the October meeting but that the topic of ortho-oblique methods should be considered for the January or April 2007 meeting.

Henry asked what the content of the M3D presentation might include. Staff commented that the M3D presenter will be asked to talk about how MetroGIS's efforts have affected the M3D tool, to include value of streamlined data access policies, regional solutions that are consistent across the seven county area, streamlined data availability via DataFinder, and how socioeconomic data are being combined with other geospatial data by way of the web-based GIS application for decision making etc.

Knippel, Bitner and Henry agreed to work on a message for a demonstration of the ortho-oblique product for a future Policy Board meeting to share with the Committee for comment. Committee members expressed interest in each presentation in addition to a presentation to the Board.

**e) TAT Review – Federal Enterprise Architecture, Geospatial Profile V1.1**

The Staff Coordinator commented that the Technical Advisory Team (TAT) had not evaluated the subject document, as requested by the Committee at the June meeting, because no member of the TAT had assumed a lead review role. Staff also commented that this type of review is also beyond the general team support responsibilities because the topic is not currently perceived to have relevance to the business needs of the Metropolitan Council who employs the TAT staff liaison (Mark Kotz). The Staff Coordinator emphasized that the Council does not set the agenda for any of MetroGIS's efforts but that to provide support for any given project, the Council must have a directly related internal business need. He closed by noting that in this case, unless a member of the TAT assumes the lead reviewer role, the Committee's request for TAT review may not be able to be realized.

**6) PROJECT UPDATES**

**a) Business Plan Update (Phrase II “Beyond Government Users” input initiative)**

There was no discussion of this item.

**b) 2006 Regional GIS Projects**

The Staff Coordinator informed the committee that he will be sending requests for bids the following day for the Web Editing Application Needs Assessment relating to a regional occupiable units database. He also mentioned that a draft Memorandum of Understanding had been sent to David Arbeit for the Geospatial Services Directory and Broker project.

**c) MetroGIS DataFinder Café – Upgrade Project**

Gelbmann stated that the beta version of Café Update was being tested and that a meeting of the project oversight workgroup would be held shortly to provide guidance on final design matters. He estimated the updated Café would be operational by early October, noting that all high and medium priority features had been included, as well as many of the lower priority features.

**d) Quarterly Performance Measures Anomaly Report**

The Staff Coordinator reported that Kline would be producing the report.

**e) Priority Business Information Need Solutions and User Satisfaction Forums**

Harper will provide an update in December.

**f) County Data Producer Workgroup Activities**

There was no discussion of this item.

**7) INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

Laumeyer informed the members of an upcoming GITA event, the topic of which would be Gopher State One.

Gelbmann noted that a project is underway at the Metropolitan Council that involves tracking/mapping of easements and asked if any of the members' organizations are involved in this type of activity. Harper and Knippel noted that Washington and Dakota County are involved in similar efforts and offered to put Gelbmann in touch with the appropriate individuals.

**8) ADJOURN**

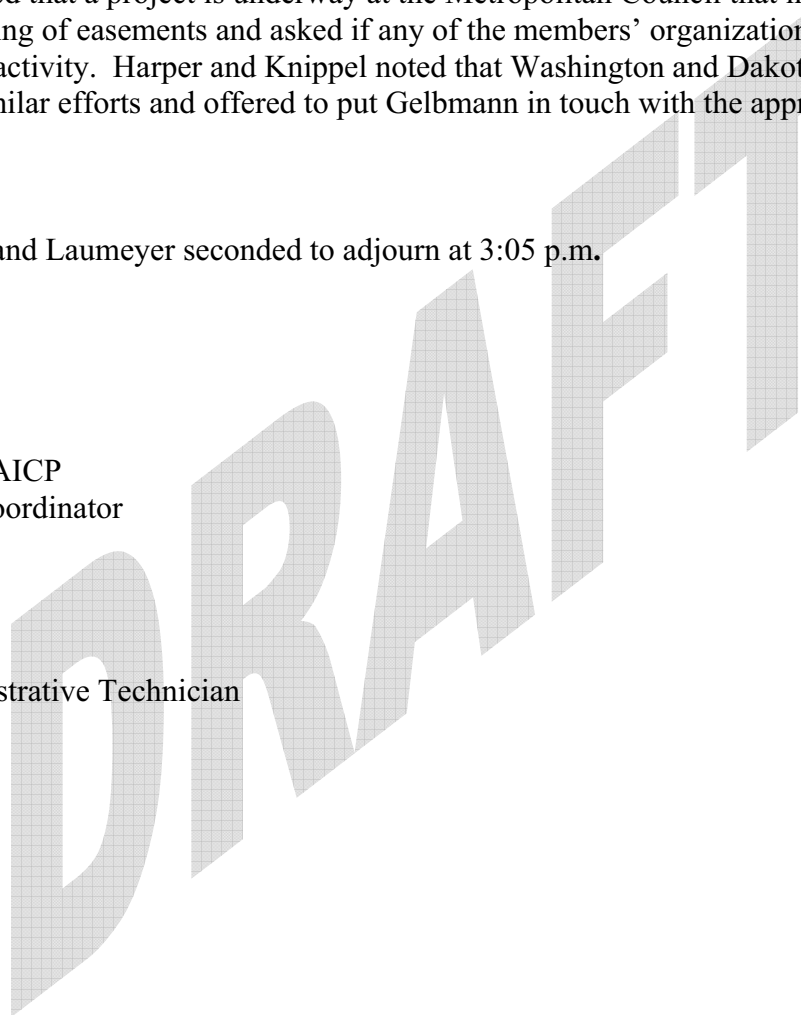
Henry moved and Laumeyer seconded to adjourn at 3:05 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

and

Chris Kline  
MetroGIS Administrative Technician





**TO:** Coordinating Committee

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

**SUBJECT:** Summary of October 2006 Policy Board Meeting

**DATE:** November 20, 2006  
(For the Dec. 21 Meeting)

The following **major** topics were considered / acted on by the Policy Board on October 19<sup>th</sup>. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/06\\_1018/06\\_1018m.pdf](http://www.metrogis.org/teams/pb/meetings/06_1018/06_1018m.pdf) for the discussion points.

### **GIS TECHNOLOGY DEMONSTRATION -**

#### ***Minnesota 3-D: An Online Mapping System Designed to Close the Spatial Mismatch Between Affordable Housing and Living Wage Jobs***

Oriane Casale (MN DEED) and Jeff Matson (CURA) summarized and demonstrated capabilities of the M3D application. They also shared with the Policy Board benefits that the M3D project has reaped from the existence of MetroGIS's efforts, including standardized data across the seven county area, access to data without fee, WMS via DataFinder that minimize data support expenses, and information sharing.

### **Modification to Operating Guidelines – Decisions Between Meetings**

The proposal to utilize E-Voting to support decision making between regular meetings was tabled for a determination whether MetroGIS is subject to the Open Meeting law. If so, E-voting is not permissible. Staff was directed to investigate the possibility of utilizing an executive committee format as an option.

### **Preliminary 2007 Budget and Major Program Objectives**

The Board accept the preliminary 2007 MetroGIS Budget and Major 2007 Program Objectives, as proposed for MetroGIS's "foster collaboration" function and authorized expenditure of the balance of funds donated to MetroGIS for business and performance measurement plan updates, subject to the Chairperson's approval of specific expenditures.

### **2007 Meeting Schedule**

January 17, April 25, July 25, and October 17 were set for meeting dates in 2007.

### **Preparations for Strategic Directions Workshop**

Chairperson Reinhardt commented that the Strategic Directions Workshop is scheduled for February 8. She noted that the purpose of the workshop is to provide policy level direction for the Business Plan Update process scheduled to begin immediately following the workshop and encouraged Board members to plan to attend. No additions or modifications were offered to the draft focus themes that the Committee considered at its September meeting.



**TO:** Coordinating Committee

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

**SUBJECT:** Election of Officers

**DATE:** November 20, 2006  
(For the Dec. 21 Mtg.)

## **REQUEST**

The Committee is respectfully requested to elect a chair and vice-chair to serve during 2007.

Nancy Read and Randy Knippel were elected to their second terms as chair and vice-chair, respectively, at the Committee's December 2005 meeting. MetroGIS's bylaws state that "Not more than two consecutive terms may be served by one person, unless no one else is willing to serve."

## **BACKGROUND**

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

## **RECOMMENDATION**

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2007.

## COORDINATING COMMITTEE MEMBERSHIP

(As of November 20, 2006)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
	<i>(need to decide if continue with 2 seats)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
Chet Harrison	CB Richard Ellis	Private Sector (Business Geographics)
Terese Rowekamp	Rowekamp Associates	Private Sector (GIS Consultant)
Al Laumeyer & Allan Radke	CenterPoint Energy & Xcel Energy ( <i>Share a seat on a rotating basis</i> )	Private Sector (Utility Company)
Steve Lorbach	City of St. Paul (AMM-Large City)	Public - City
Harold (Hal) Busch	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencil	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Tim Loesch	DNR	Public - State Agency
Ned Phillips	Rice Creek Watershed District (MAWD)	Public - Watershed District

### Past Coordinating Committee Officers

Terms	Chair	Vice-Chair
1996 - 1997	David Arbeit	Brad Henry ( <i>There was no vice chair in 1996</i> )
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005 - 2006	Nancy Read	Randy Knippel

## COMMITTEE LIAISONS

Last updated – November 20, 2006

<b>Ad-hoc/Special Purpose Workgroups</b>	<b>Coordinating Committee Liaison</b>
Addresses	Nancy Read
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	Randy Knippel and Rick Gelbmann
Existing Land Use	<i>(Inactive until after Business Planning)</i>
Highway and Road Networks	Joella Givens <i>(Inactive until after Business Planning)</i>
Lakes and Wetlands	<i>vacant</i>
Socioeconomic – Phase II <i>(proposed to be authorized 12/17/03)</i>	<i>(Inactive until after Business Planning)</i>
School District Jurisdictional Boundaries (2004)	<i>(Inactive until after Business Planning)</i>
E91-Compatible Street Centerlines	Gordon Chinander
Watershed District Jurisdictional Boundaries	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann



**TO:** Coordinating Committee

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

**SUBJECT:** 2007 Committee Meeting Schedule

**DATE:** November 27, 2006  
(For the Dec. 21 Meeting)

**REQUEST**

The Coordinating Committee is respectfully requested to set its meeting schedule for 2007.

**POLICY BOARD SCHEDULE**

On October 18, the Policy Board adopted the following meeting schedule for 2007: January 17, April 25, July 25, and October 17, a mixture of 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays of the month.

**DISCUSSION**

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

<u>Suggested Meeting Date</u>	<u>Anticipated Major Topics**</u>
March 28, 2007	Results of February 8 <sup>th</sup> Strategic Directions Workshop 2007 Regional GIS Project Program- Concept Acceptance ( <i>Call for proposals following Feb 8 Workshop</i> )
June 27, 2007	Results – Addressing Data - Web Editing Application Evaluation Results – Service Broker Pilot Project Business Plan Update 2007 Regional GIS Project Program- Final Recommendation
September, 12, 2007	Performance Measurement Plan Update Preliminary 2008 Program Objectives DataFinder Café – Phase II Update Recommendations
December 12, 2007	Election of Officers

\*\* Assumes that outcome of pending Strategic Directions Workshop will acknowledge previously established priorities and work in process. The preliminary work priorities for 2007 are outlined in Attachment A

**RECOMMENDATION**

That the Committee set its meeting schedule for 2007.

## ATTACHMENT A

### 2007 Preliminary Major MetroGIS Program Objectives<sup>1</sup>

*(Adopted by the Policy Board on October 17, 2006)*

- 1) Business Plan Update Initiative (*Workgroup, Lead support - Staff Coordinator*)
- 2) Performance Measurement Plan Update Initiative (*Workgroup, Lead support – Staff Coordinator*)  
*(Initiate immediately following adoption of the Business Plan Update project)*
- 3) Regional Solutions to Common Information Needs Projects (*Workgroups*)
  - Make substantive progress to achieve April 2004 vision for Next-Generation Street Centerlines dataset
  - Make substantive progress to achieve April 2004 vision for Addresses of Occupiable Units dataset
  - Jurisdictional Boundaries - Water Management Organizations
  - Emergency Preparedness – Implement next steps to refine preliminary solution
  - Peer Review Forums – (Postpone until following Business Plan Update. Candidates include: Existing Land Use, Socioeconomic Web Resources Page, and Hydrology.)
- 4) Performance Measurement Reporting Program (*Lead support – MetroGIS staff*)  
*(Produce quarterly anomaly reports and an annual report.)*
- 5) DataFinder Enhancements– Phase II (*Lead support – MetroGIS DataFinder Manager*)  
*(Investigate feasibility of adding a security capability to support licensed data distribution via Café and modifying statistics reporting to restore capabilities lost when migration was made from code developed by Syncline.)*
- 6) Regional GIS Projects (*Lead support – as defined in the proposals*)  
*(Invite and fund projects that meet funding criteria.)*
- 7) Benefit Testimonials (*Lead support – Staff Coordinator*)  
*(Seek out 1-2 additional stakeholder testimonials to the benefits of MetroGIS's efforts.)*
- 8) Outreach (*Lead support – Staff Coordinator*)  
*(Continue to provide a liaison function with a variety of local, regional, state, national, and international interests that have similar objectives to MetroGIS.)*

---

<sup>1</sup> These priorities, in particular Items 3-8 are subject to change, depending upon the results of the Strategic Directions Workshop and subsequent Business Plan Update process.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Non-Profit Representative Seat on Coordinating Committee  
**DATE:** December 1, 2006  
(For Dec 21<sup>st</sup> Meeting)

**INTRODUCTION**

One of the two non-profit representative seats on the Coordinating Committee is vacant. Direction is requested from the Committee as to whether to revert to the previous policy of a single representative from the non-profit community or initiate a call for interested parties to fill the vacated seat.

**BACKGROUND**

1. In Fall of 2005, Jeff Corn, resigned as the non-profit representative to the Committee.
2. At its March 2006 meeting, the Committee considered two candidates (Jessica Horn – Greater Minneapolis Day Care Association - and Sally Wakefield - 1000 Friends of MN) to fill Mr. Corn’s vacated seat on the Committee and concluded that a second non-profit seat should be added to the Committee’s membership and that both candidates should be invited to join the Committee, which occurred.

An excerpt from the March 2006 Committee meeting summary is attached to provide insight into the rationale for the Committee’s decision to add a second non-profit seat. The basis for the decision to add a second seat, as stated in the motion, was that that “each represents vastly different segments of the non-profit community.”

3. Jessica Horn resigned from the Committee in September 2006. The GIS Unit of the Greater Minneapolis Day Care Association was abolished and she left the organization.

**COMMENTS**

The Committee should decide if it wants to continue the practice of offering two seats for the non-profit community. If so, it should then identify the particular perspective(s) desired in addition to that offered by Sally Wakefield, the other current non-profit representative to the Committee. A call for interested parties would then be made. And, to expedite the call process, Committee members are encouraged to suggest particular individuals who possess desired perspective(s). Assuming interest is expressed by one or more candidates, the Committee could act on filling the second seat at its March 2007 meeting.

Any person identified as a potential candidate for to fill the vacant seat could participate in the February 8<sup>th</sup> Strategic Directions Workshop (Agenda Item 5f) if the Committee so chooses to represent expertise not possessed by other current members.

**RECOMMENDATION**

That the Coordinating Committee:

- 1) Decide if a second non-profit representative should continue to be made available
- 2) If so, identify the particular perspective(s) desired in addition to that offered by current non-profit representative to the Committee.
- 3) Offer names of prospective candidates, if a second seat is to be maintained.

## Excerpt from March 2006 Coordinating Committee Meeting Summary

### 5. ACTION AND DISCUSSION ITEMS

#### d) Non-Profit Representative to Committee

Chairperson Read asked each of the candidates, Sally Wakefield, with 1000 Friends of Minnesota, and Jessica Horning, with the Greater Minneapolis Day Care Center, to summarize their respective backgrounds and what they believe they would bring to the Committee.

Candidate Wakefield commented that she possesses a working knowledge of MetroGIS's collaboration efforts. More importantly, although she is new to the non-profit community, she would bring a working knowledge of community planning assistance and related data access needs and concerns to the table. She also commented on the need for non-profits to begin to work collaboratively to leverage limited resources and that serving on the Committee would help her facilitate action to address this need.

Candidate Horning explained that she has been working for non-profits interests in the Twin Cities for her entire career, noting that her focus is in the field of social services and advocacy. She commented that she is a frequent user of DataFinder to obtain data that is critical to addressing their needs. Horning commented that it is unfortunate there are not two openings as she and Wakefield bring two distinct perspectives to the table.

Arbeit asked Wakefield to clarify her role with 1000 Friends of Minnesota. Wakefield commented that she is responsible for assisting local units of government address their land use planning needs, in particular balancing conservation and economic base needs and opportunities. She utilizes GIS to help the participants better understand options and consequences of those options. 1000 Friends of Minnesota also leverages Google Earth to provide citizens with the ability to visualize options and opportunities via their home Internet connections using data created or assembled by 1000 Friends. In the process, 1000 Friends is attempting to demystify spatial data and promote the notion that a neutral analytic tool can improve decision making.

Vander Schaaf asked each candidate to respond to how their respective non-profit organizations provide services that meet the requirement of being "adjunct to local government". Wakefield responded that their clients are nearly entirely local government and that the service is community planning related. She commented that although 1000 Friends is a statewide organization, nearly all of their work is focused on edge communities associated with the seven county Metro Area. Horning commented that the Greater Minneapolis Day Care Association has contracts with the Department of Human Services to manage child care assistance programs provided by local government. They work closely with the City of Minneapolis and sixteen other communities.

Gelbmann asked both candidates what they could bring to the table in terms of resources. Both commented that data development is in its early stages but growing. Both were open to sharing data that is not of a private nature. For instance, Horning commented that they are geocoding daycare center locations region-wide and will be sharing them with M3D.

Laumeyer asked each to summarize the data they are currently obtaining from others. Horning responded that the TLG Street Centerline database is the primary data they use that is obtained from others. Wakefield noted they are using parcels, boundaries, planned and existing land use, as well as aerial imager.

Chairperson Read asked both candidates to leave the room.

Arbeit asked if the bylaws permit both candidates could be appointed. Read commented that the bylaws restrict non-government representation to 30 percent of the membership and that adding both candidates would not exceed the limit.

After some discussion about options (sharing a seat as is the case with the utility representatives) it was decided that both candidates should be invited to join the Committee because they bring very different perspectives – land use planning versus human services. The group also asked that the candidates be reminded that the bylaws encourage representatives of broad communities to attempt to bring the community's perspective to the table.

**Motion:** Craig moved and Givens seconded to invite Jessica Horning, with the Minneapolis Day Care association and Sally Wakefield, with the 1000 Friends of Minnesota, to both join the Committee on the **basis that each represents vastly different segments of the non-profit community.** Motion carried, ayes all.



**TO:** Coordinating Committee

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

**SUBJECT:** 2006 MetroGIS Performance Measures Report

**DATE:** December 15, 2006  
(For the Dec. 21<sup>st</sup> Mtg.)

### INTRODUCTION

The draft 2006 Annual Performance Measures Report (separate document), dated December 11, 2006 is presented for the Committee's review and comment. Direction is also requested from the Committee on several matters relating to future Performance Measurement procedures and activities.

### MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

The 2006 Annual Performance Measurement Report is organized around four MetroGIS outcome statements defined in Performance Measurement Plan, adopted by the Policy Board in 2002. The 2006 Report summarizes comparable data collected over a four-year timeframe for most of the ten performance measures. A sufficient monitoring history is now available to consider setting targets for these measures. Discussion about the possibility of setting targets is suggested as a component of the Business Plan Update process and subsequent Performance Measurement Plan update process that are components of the adopted 2007 MetroGIS Workplan.

The findings and conclusions presented below represent an overview of a more detailed analysis presented in the actual annual report.

#### 1. Ease of Data Discovery and Access

- Use of the two endorsed **regional applications** (mailing labels and socioeconomic web resources page) nearly **doubled**. This result supports a policy statement in the current Business Plan noting that addressing common information needs often involves securing data and an application(s) to use those data to answer particular question(s).
- **Searchable metadata** records and **downloadable datafiles** in DataFinder **increased by 17** (9.0 percent) **and 7** (4.6 percent), respectfully.
- Data discovery and **downloading events** were essentially the **same as last year**. This result, notwithstanding an increase in records could be a result of DataFinder Café not functioning for much of the year.

#### Comment/Suggested Action:

- 1) The software platform for DataFinder Café was replaced in October 2006. The new platform (GeoCortex IMF software and a higher capacity server) supports the functionality provided by the former platform plus it provides the capability to distinguish among use of web mapping services, not only from downloads of source data but it can also distinguish online browsing of data from actual use of a web mapping service as data source. Distinguishing between these differing capabilities is important to understanding user needs and should be captured in future reports.
- 2) Modifications to the current performance measures should be pursued to provide a means to effectively integrate data use reporting metrics with those for MetroGIS supported applications.

#### 2. Data Currency and Usefulness (Endorsed Regional Data Solutions)

- All **endorsed regional data solutions** were **maintained to the specifications** established by the MetroGIS community.
- “**Endorsed regional data solutions**” comprised **46 percent of the total downloads** in 2006.

- All six regional solutions were in the top eight most often downloaded datasets in 2006.

Endorsed regional datasets (for which data access metrics are maintained by MetroGIS):

Dataset <sup>(1)</sup>	# of Downloads	2006 Rank
County & Municipal Boundaries	832	1
Parcels	793	2
Census Demographic Profiles	793	3
Street Centerlines	419	4
Census Geography (e.g. tracts and blocks)	311	7
Planned Land Use	183	8

(1) Eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR's website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)

Comments/Suggested Action:

- 1) These results, together with similar strong results in all previous reports past years corroborate that MetroGIS's efforts to create sustainable regional solutions to common information needs are serving a valuable service.
- 2) Gaining further insight into benefits realized through use of endorsed regional solutions should be a focus of the User Satisfaction Survey planned as part of the 2007 Business Plan Update project.

**3. Internal Efficiencies, Level of Cooperation**

- Ten (10) stakeholder organizations continue to effectively support 23 distinct primary and regional custodian roles in accordance endorsed regional solutions to common geospatial needs.
- The number of organizations utilizing DataFinder to publish metadata (18) and / or actual geospatial files (10) remained the same as last year.

Comment/Suggested Action:

- a) The pending Business Plan Update process should corroborate that core stakeholders are comfortable with their respective roles and contributions and if not, strategies should be identified to address any concerns. Sustaining long-term solutions to common information needs requires all parties to achieve a level of comfort that their respective contributions equate to less cost than pursuing solutions on their own.
- b) In accordance with achieving the objective of MetroGIS DataFinder serving as a one-stop-shop for geospatial data, outreach efforts should continue to encourage data producers, who are not currently taking full advantage of the existence of DataFinder to consider using it (or increasing their use) to share knowledge of their data holdings and leverage its one-stop-shop distribution potential.

**4. Decision Making, Service Delivery**

One testimonial to the benefits of MetroGIS's efforts was produced in 2006, for a total of nine.

Comment/Suggested Action: User testimonials to value gained from MetroGIS's efforts should continue to be developed as they are presently the only method available to assess MetroGIS's impact on improvements to its stakeholders' internal organizational effectiveness and efficiency.

**RECOMMENDATION**

That the Coordinating Committee:

- 1) Review and comment on the MetroGIS 2006 Performance Measurement Report.
- 2) Review and comment on the conclusions and comments offered herein, including consideration of setting performance measurement targets.
- 3) Recommend that the Policy Board approve the 2006 report, dated December 11, 2006, together with any changes the Committee wishes and conclusions that it forwards for Board consideration.

## REFERENCE

### **BACKGROUND**

1. This is the fifth annual Performance Report produced about MetroGIS. The four previous reports can be viewed at [http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml). Much of the analysis related to MetroGIS DataFinder capabilities and use.
2. The Policy Board has requested a performance measures based report on MetroGIS's activities on an annual basis. Presentation of this report has occurred at the Board's January meeting in the past. To accommodate this schedule, an October 1 to September 30 time frame has been used.
3. For three years prior to 2006, staff had captured performance measurement data on a monthly basis and shared one or more anomalies (positive and troubling) with the Coordinating Committee on a quarterly basis for insight into possible causes and for direction as to any desired changes in policies or procedures. This insight was in turn incorporated into the annual Performance Measurement Report.
4. Quarterly sharing of anomalies with the Committee was not possible in 2006, as staff support was not available to capture the source from February to September.
5. A new support person, Christopher Kline, was hired in September. He was able to locate and acquire all of the base data needed for produce the attached 2006 annual Performance Measurement Report.



**TO:** Coordinating Committee

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

**SUBJECT:** 2006 MetroGIS Major Accomplishments and Annual Report Theme

**DATE:** December 15, 2006  
(For the Dec. 21 Meeting)

### **REQUEST**

The Coordinating Committee is respectfully requested to comment on MetroGIS's major accomplishments over the past year, as listed below, and on the suggested theme for the MetroGIS 2006 Annual Report. (A detailed listing of activities and accomplishments over the past year is also attached for the Committee's information.)

### **MAJOR ACCOMPLISHMENTS DURING 2006**

Significant accomplishments in 2006 included:

- ✓ Received corroboration from the Metropolitan Council, as a result of a year-long study, that MetroGIS is serving a critical function for Council as well as providing substantive value to the region as a whole.
- ✓ Upgraded DataFinder and DataFinder Café to once again provide state-of-the-art data discovery and access capabilities.
- ✓ Reached agreement with The Lawrence Group (TLG) to provide continued access to the TLG Street Centerline Dataset as the endorsed regional street centerline data solution, including the first policy for view-only public access to licensed data.
- ✓ Aligned proposed regional address standards with proposed national standards and demonstrated they are achievable.
- ✓ Fostered acknowledgement of a policy that permits access to parcel data, without fee, by specified non-profit interests.
- ✓ Fostered documentation of five public-private partnering opportunities for consideration by MetroGIS leadership.
- ✓ Produced ninth testimonial to the benefits of MetroGIS's efforts – U of M Computer Sciences Department (Dr. Skehkar's emergency evacuation application).
- ✓ Hosted forum entitled "Imagining Possibilities: The Next Frontier for Geographic Information Technology" that was attended by over 200 individuals.
- ✓ Funded two Regional GIS Pilot Projects (Web Services Broker and Needs Assessment for Web-Based Address Editing Application)
- ✓ Realized continued growth in data distribution activity via DataFinder.
- ✓ Made substantive progress toward to set the stage for launching Business Plan Update initiative in 2007.

### **2006 ANNUAL REPORT**

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

As has been the case for the past several annual reports, the single page, double-sided format, written from Chairperson Reinhardt's perspective, is proposed. The report would again be distributed in combination with an informational brochure, which was last updated in 2004. Production of a new brochure is suggested in 2007 to reflect the results of the pending Business Plan Update process. Last year's brochure can be viewed at [http://www.metrogis.org/about/annual\\_reports/05brochure.pdf](http://www.metrogis.org/about/annual_reports/05brochure.pdf).

### **RECOMMENDATION**

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

- 1) The summary listed above of major MetroGIS accomplishments in 2006.
- 2) The attached detailed listing of MetroGIS accomplishments in 2006.
- 3) Proposed theme for the 2006 annual report of "how the MetroGIS's efforts are making a difference and facilitating e-government solutions while doing so".

## Year End Detailed Status Report MetroGIS Activities and Accomplishments - 2006 -

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

#### a. Addresses

Consensus was reached on a proposed next-generation address standard that is consistent with the emerging national address standard. Nine county and city stakeholders tested the proposed standard and concluded that although some issues will need to be addressed, the next-generation standard is in fact reasonable and doable. \$21,000 in Regional GIS Project funding was authorized to conduct a viability assessment for a proposed “web editing application” targeted at smaller city entities, whose participation is believed to be central to achieving the vision for a regional occupiable units dataset. This assessment is expected to be completed by mid-2007, at which time a decision will be made whether or not to pursue actual development of the web-based application.

#### b. Census Geography

No effort in 2006

#### c. Emergency Preparedness

The Emergency Preparedness workgroup concluded that implementation of the vision endorsed October 2005 was not proceeding as it had hoped. At the time of this writing, the workgroup was deciding how it will go about documenting its efforts and problems encountered to share with the Coordinating Committee to decide appropriate next steps.

#### d. Existing Land Use:

No effort in 2006

#### e. Highways and Roads:

The Metropolitan Emergency Services Board (MESB) operationalized specialized software to ensure Master Street Address Guide (MSAG) data records can be fully synchronized with associated street centerline data managed in a GIS environment. Desired standards for a next-generation street centerline dataset were developed with an objective to eventually transition from 100 percent reliance upon The Lawrence Group’s (TLG) street centerline data to solution produced by public entities. This transition is expected to take some time to materialize and, as such, extension of the agreement with TLG was pursued. At the time of this writing, the new agreement was proceeding through legal review. Once in place, it will provide up to three one-year extensions to the current agreement. The new agreement also authorizes licensed users to incorporate the TLG street centerline dataset into web-based applications their host provided access by non-licensed users is restricted to view-only. This “view-only” access provision is the first of its kind and represents a major step forward toward policy innovations which balance of intellectual property rights with the desire to utilize licensed data in web-based applications.

No substantive progress was made on a second collaborative initiative for which MnDOT is the lead organization. The project involves operationalizing an anchor/segment database model under development by MnDOT with consultant assistance. The goal is to create a sustainable means to integrate, as needed, data associated with street centerlines but maintained in disparate source data files with differing standards by way of a technology solution. MnDOT extended an invitation to MetroGIS in 2004 to collaborate, through a pilot project, on refining the prototype software, accompanying policies and procedures, and associated tools/applications, as needed, to achieve common objectives.

#### f. Hydrology

No substantive progress made.

#### g. Jurisdictional Boundaries

- Watershed District Boundaries. The results of Washington County pilot project were conveyed in October 2006 to representatives of the Mn Board on Soil and Water Resources BSWR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As of this writing, BWSR had not yet responded to the proposal.

- School District Boundaries. No work was initiated to identify an appropriate regional custodian due to budget cuts and reorganization of LMIC. LMIC had been identified as the most logical custodial option given their as contractor relationship with the Department of Education.

h. Land Cover

The extent of coverage is nearing 90 percent. A map of the coverage status can be viewed at [http://www.metrogis.org/data/datasets/land\\_cover/mlccs\\_metro\\_progress\\_planned.pdf](http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf). In addition, a technical forum for current users forum was held on December 16 to share new coding and systems criteria. This event was attended by XX individuals.

i. Parcels:

- Government and Academic Interests

No changes made to the data standards or custodial roles and responsibilities

- Non-Profit and For-Profit Access

Agreement was reached via the County Data Producers Workgroup to:

- 1) Permit licensed users of parcel data (spatial and attribute) to offer Internet access by non-licensed users, provided the application does not permit the user to gain access to the source database (view-only access). The counties' position is that no written modification of current regional policy or the data sharing agreement itself is needed to achieve this capability (e.g., view –only access does constitute redistribution of the source data).
- 2) Authorize non-profit interests, which are serving as adjunct community development entities, to gain free access to parcel data on a case-by-case basis administered county-by-county.

A third initiative, initiated by the Metropolitan Council, targeted at clarifying the definition of “derivative product”, was withdrawn. The proposal was pursued to clarify policy concerning summarization of data to larger geographies than the parcel base from which the data originated. The proposal sought to establish the level of summarization required to constitute a derivative product for which the intellectual property rights would run with the user, not the producer of the original data. Concerns were raised that greatly complicated the deliberations and, as such, the proposal was withdrawn.

j. Socioeconomic Characteristics of Areas

The custodian, University of Minnesota Population Center, added several new data sources to MetroGIS Socioeconomic Resources Page ([http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)). The new data sources include: HMDA data (data about home mortgages), DataPlace (<http://www.dataplace.org/>) and foreclosure data.

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

- a) Mailing Label Application: This application became fully operational in May 2005. No changes were made in 2006.
- b) Emergency Preparedness: A prototype application was launched in April 2005 for testing and refinement. No changes made in 2006. This application is password protected and has been used exclusively as a training and outreach tool to educate the emergency services community on resources available from the GIS community.

**III. Special Studies/Projects –Leveraging Investments**

- a. MetroGIS Strategic Directions Workshop. Efforts to prepare for this workshop were reinitiated in June, following conclusion of the Metropolitan Council’s evaluation of MetroGIS. The Workshop is scheduled for February 8, 2007. Preparations have included securing Professor John Bryson to facilitate the event, reaching agreement on the program, focus of the facilitation exercises, program support materials, mailing invitations and various logical requirements considerations.
- b. Beyond Government Users: Future Directions for MetroGIS. As with the MetroGIS Strategic Directions Workshop, work on this initiative had been suspended until June 2006. In June, a workgroup was created to develop “opportunity statements” to share with MetroGIS leadership during the proposed Business Planning Update process. Six opportunities statement were developed ([http://www.metrogis.org/data/info\\_needs/beyond\\_govt/beyond\\_govt.shtml](http://www.metrogis.org/data/info_needs/beyond_govt/beyond_govt.shtml))

- c) ApplicationFinder Concept: In July, a \$20,000 project, proposed by Mn LMIC (Land Management Information Center) and Metropolitan Airports Commission (MAC), was approved for funding via MetroGIS's Regional GIS Project program. This proposal promises builds upon the ApplicationFinder preliminary concept endorsed by the Coordinating Committee at its December 2004 meeting. The goal is to aid stakeholders discover existing applications that would be helpful to achieving various business needs. This project is expected to be complete by mid-2007.
- d) M3D Project. The M3D project is important to MetroGIS because in addition to assisting with a resolution to the access policy for non-profit interests this project also involves development of a web-based geospatial application that will address common information needs of the broader MetroGIS community. The Staff Coordinator and several individuals active in MetroGIS initiatives serve on the M3D Steering Committee. In October 2006, the "beta" version of the M3D application (<http://map.deed.state.mn.us/chameleon/m3d.phtml>) was demonstrated to the MetroGIS Policy Board and was well received.
- e) National Street Address Data Standard. The address standards developed by the MetroGIS's Address Workgroup, which worked closely with the Metropolitan Emergency Services Board staff, were used to populate the initial proposed national standard in late 2004. The draft national standard is currently in its second round of national vetting prior to submittal to the Federal Geographic Data Committee (FGDC) for approval. In 2006, the MetroGIS's Address Workgroup oversaw an evaluation to document the effort required to use the standard locally and concluded that although some procedure changes will be needed, the proposed standard is definitively doable. This standard is expected to become effective by mid-2007, at which time, the MetroGIS's Address Workgroup is expected to propose formal adoption for the addressing authorities that serve the Metropolitan Area. Supporting organizations are NENA and the U.S. Census Bureau.

#### **IV. Data Discovery and Acquisition – Other than Topical Applications**

##### a. Support MetroGIS DataFinder:

- DataFinder Café: The most significant accomplishment of 2006 was the upgrading of DataFinder Café. This tool is once again a state of the art tool running on an upgraded hardware platform that offers users an effective way to discover and obtain data produced by others they need to carry out their responsibilities.
- Data User Information. At the time of this writing, a contract was being pursued with Quova, Inc to produce a report for the 2006 Annual Performance Measurement Report to document the geographic location of the entities that download data from DataFinder. This service has been used for the last two years but this is the first year that a formal agreement has been required. The proposed agreement involves the allocation intellectual property rights and resolution of confidentiality concerns to enable MetroGIS to take advantage of this technology.

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

- Washington County continued its use of the web server that supports Café to provide external Internet access to the county's parcel query application activity. Use of the Café server is saving the county approximately \$10,000 annually in Application Service Provider (ASP) fees plus the cost of hardware and software and related licensing expenses.
- In addition to the Metropolitan Council, 9 organizations are utilizing MetroGIS to distribute geospatial data they maintain and 17 are using DataFinder as a search tool for discovery of their data.

#### **IV. Outreach**

##### a. Annual Report:

The 2005 Annual Report was distributed to over 1,900 persons and handed out at several conferences and forums. A copy can be viewed at [http://www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml).

##### b. Newsletter Articles:

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

##### c. General Information Web site - [www.metrogis.org](http://www.metrogis.org):

This website serves as MetroGIS's institutional memory and main vehicle for keeping participants informed. This site is averaged over 6,900 visits per month.

- d. County GIS User Groups:  
 Quarterly updates of MetroGIS's activities are provided to each user group. Staff attended as many user group meetings as possible to encourage use of adopted best practices and answer questions about MetroGIS's activities.
- e. Special Events:  
 On June 1<sup>st</sup> hosted a forum entitled "**Imagining Possibilities: The Next Frontier for Geographic Information Technology**". (See <http://www.metrogis.org/specialevents/techpossibilities/index.shtml>.) 228 individuals participated. Four keynote speakers offered an amazing array of possibilities which will be considered as the MetroGIS leadership decide MetroGIS's next-generation priorities.
- f. Coordination with **State (Beyond Metro)** Geospatial Activities/Information Requests:
- Staff and Coordinating Committee members served as liaisons to Governor's Council on Geographic Information (GCGI) committees and workgroups: Emergency Preparedness, Hydrographic Data and Standards, Geospatial Infrastructure Workgroups and served on the Council itself. In addition, Rick Gelbmann, a Coordinating Committee member, was appointed to his second term as GCGI Chair.
- g. Coordination with **National/International** Geospatial Activities/Information Requests:
- March: Bastiaan van Loenen published his doctoral dissertation in titled Developing Geographic Information Infrastructures. MetroGIS is one of several geospatial collaborative organizations cited as a case study in this work which looks at successful programs around the globe in an attempt to discern the various stages of SDI maturity.
  - July: Kate Lance, who was a PhD candidate at the International Institute for Geo-Information Sciences and Earth Observation (ITC) and Wageningen University in the Netherlands, recognized MetroGIS's Performance Measurement Plan in research she conducted as an "exemplar" example among the international field of Spatial Data Infrastructure programs. Staff has extended an invitation to Ms. Lance to participate in the process and she has expressed interest in doing so.
  - September: An article co-authored by Ian Masser and Randall Johnson was published in the September issue of GEOInformatics magazine (<http://www.geoinformatics.com/asp/default.asp?language=1>). Quote from Ian Masser to the editor of the GeoInformatics Magazine after returning from the June 1 Forum – "...I found the MetroGIS collaborative SDI (Spatial Data Infrastructure) set up quite fascinating and think that it deserves more exposure to a European audience. During my visit I was fortunate in having the opportunity to talk at some length to the politicians who have backed this project for its last ten years and also to other participants in this initiative which has won several awards in the US." Masser was particularly interested in learning about the leadership role elected officials on the Policy Board have played in providing a political reality check and establishing political legitimacy for MetroGIS's efforts.
- h. Formal Presentations:
- January: Hennepin County GIS Users Group
  - April: National Geospatial Integration in Public Safety Conference
  - October: MN GIS/LIS Consortium Conference
  - November: Ramsey County GIS Users Group

## **V. Project Management/Administration**

- a. Staff provided a variety of information about MetroGIS to the Metropolitan Council's team for the second phase of the Council's evaluation of MetroGIS's value to the Council. This effort consumed a significant portion of MetroGIS's staff resources from January to April 2006. Several Coordinating Committee members and Policy Board members Reinhardt and Pistilli made significant contributions to this evaluation process. In the end, the process corroborated the benefits of MetroGIS's efforts to the not only the Council but the regional as well.
- b. Administered Performance Measures Plan. Quarterly reports to the Coordinating Committee were no possible in 2006, as made in past years due lack of staff resources. These resources were reinstated in September. The 2006 Annual Report is scheduled to be presented to the Policy Board in January 2007.

- c. Maintained currency of content on MetroGIS’s general information website ([www.metrogis.org](http://www.metrogis.org)) - the primary source of a wide variety of information about MetroGIS’s mission, accomplishments, benefits, participants, meeting schedules, projects and lessons learned, and endorsed policies.
- d. Maintained currency of metadata and postings of data accessible via [www.datafinder.org](http://www.datafinder.org) - MetroGIS’s primary data distribution mechanism.
- e. Maintained licensing records for access to street centerline data (184) and parcel data (88).
- f. Oversaw the bid proposal process for the two successful 2006 Regional GIS Projects which received authorizations totaling \$41,000.
- g. Significant documents produced:
  - 2005 Annual Report ([www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml))
  - 2006 Performance Measurement Report ([http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml))
  - A testimonial from Professor Shehkar, University of Minnesota, to the benefits of MetroGIS’s efforts to the development of evacuation routing software that his team has developed. (It can be viewed at [http://www.metrogis.org/benefits/testimonials/UMN\\_Shekhar.pdf](http://www.metrogis.org/benefits/testimonials/UMN_Shekhar.pdf))
  - Summary report for the June 1 forum entitled “Imagining Possibilities: The Next Frontier for Geographic Information Technology”. (It can be viewed at <http://www.metrogis.org/specialevents/techpossibilities/index.shtml>.)
  - Performance Measurement Annual Report. (It can be viewed at [http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml).)
- h. Meetings supported by MetroGIS staff support team:
  - Policy Board (4)
  - Coordinating Committee (4)
  - Technical Advisory Team (3)
  - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
    - ✓ Address Workgroup (2)
    - ✓ Beyond Government Users Workgroup (3)
    - ✓ County Data Producers Workgroup (1)
    - ✓ E911-Compliant Street Centerline Workgroup (4)
    - ✓ Emergency Preparedness Workgroup (?)
    - ✓ Strategic Directions Workshop Planning Team (6)
  - Special Events: (1)
    - ✓ June 1, Imagining Possibilities Forum (*see above*) (1)



**TO:** Coordinating Committee

**FROM:** Planning Team - Strategic Directions Workshop  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Preparations for Strategic Directions Workshop (February 8, 2007)

**DATE:** December 12, 2006  
(For the Dec. 21 Mtg)

### INTRODUCTION

The purposes of this report are to:

- 1) Share progress made to prepare for the February 8, 2007 Strategic Directions Workshop.
- 2) Begin the process of identifying any concerns that may exist with the “starter kit” outcome/activity statement (Attachment A) among stakeholder organizations.
- 3) Encourage members to speak with their respective organization’s leadership about perceived value received from participating in MetroGIS’s efforts.
- 4) Encourage members to RSVP as soon as possible and participate in the Workshop

Refer to the Reference Section for key Workshop components (e.g., purpose, focusing themes, participants, process goals, inputs, etc.) that were shared with the Committee for comment and direction at the September Committee meeting.

### LOGISTICS UPDATE

- Professor John Bryson (U of M) has agreed to facilitate the Workshop.
- The final Workshop program is expected to be essentially as outlined in Attachment B. An all-day commitment is needed to participate. A continental breakfast and box lunch will be provided.
- Formal invitations will go out via a letter signed by Chairperson Reinhardt by mailed in mid-December. Members of Policy Board and Coordinating Committee, supplemented by individuals with perspectives not otherwise represented by the standing members, are the target participants. A maximum of 36 participants can be accommodated, which is the target for attendance.
- The workshop will be held at the Humphrey Center on the U of M Campus.
- Funding will come from MetroGIS’s “fostering collaboration” budget provided by the Metropolitan Council and from funds donated to MetroGIS. The current cost estimate for the Workshop and follow up activities is between \$9,000 and \$9,500, assuming a \$500 contingency.

### PREPARATION - PARTICIPANT EXPECTATIONS

The Workshop Planning Team has expressed a preference to spend some time in small groups at the December Committee meeting talking about the “starter kit” statements listed in (Attachment A) and preparing members to share these statements with appropriate individuals within their organization. The goal over the next few weeks is identify any statement(s) for which there is not unanimous concurrence in its current form. Resolving any issues with these statements is an objective of the Workshop. If the need arises during the workshop, statements for which there had previously been consensus can also be revisited.

Each Committee member will also be asked to complete the following statement to assist the Workshop Planning Team prepare for the Workshop – “If \_\_\_\_\_ does not happen at the Workshop, I would be disappointed.

### PREPARATION – DISCERN ORGANIZATIONAL PERSPECTIVE

A goal for the February 8<sup>th</sup> Workshop is for each participant to represent their respective organizational perspectives, to the extent practical, when participating in the dialogue and exercises. This is because organizational commitments are critical to the long-term support of regional solutions, policies and practices endorsed and pursued through MetroGIS’s efforts.

**Discern Value to Organization:** To assist Committee members discern their organization's perspective relative to MetroGIS's efforts, the Workshop Planning Team offers the following questions to guide internal conversations with managers and policy makers prior to the Workshop:

- What do you (*organization*) need to do your job?
- What do you (*organization*) need for which you are relying on other entities?
- What do you (*organization*) need to do that you can not do by yourself?  
*List benefits of any current collaborating on common GIS needs and/or opportunities*  
*Estimate of impact on costs of collaborating, not collaborating*
- What does your organization want to get out of MetroGIS?
- What is your organization willing to contribute to MetroGIS?

Of note is that questions of this nature were at the center of Metropolitan Council's recent extensive evaluation of benefits it receives from participating in MetroGIS's efforts. In June 2006, the Council's conclusion was that MetroGIS's existence provides a cost-effective means to obtain the data it needs from others and that the region, in general, is benefiting from MetroGIS's efforts. (See [http://www.metrogis.org/about/affiliations/index.shtml#met\\_council](http://www.metrogis.org/about/affiliations/index.shtml#met_council) for more information about the Council's evaluation process and findings.) As a result of this evaluation, MetroGIS's objectives and principles have strong support among senior Council management and policy makers.

**Corroborate Statements of Philosophy:** To make the best use of limited discussion time available at the Workshop, Committee members are also asked to identify, if possible before the January Policy Board meeting, any of the statements listed in Attachment A for which you or your respective organization has a question or concern. These "starter kit" statements capture current guiding philosophies and activities. Several desired activities are also listed which have been identified over the past 1-2 years in various venues.

#### **RECOMMENDATION**

That Coordinating Committee members:

- 1) Ask any questions you may have with the "Starter Kit" statements listed in Attachment A.
- 2) Engage in conversations with your respective organization's leadership to discern satisfaction with results/ perceived value received from participation in MetroGIS's efforts.
- 3) Forward any known concerns of their organization with "Starter Kit" statement(s) to the Staff Coordinator by January 8 for Policy Board consideration at its January 17, 2007 meeting.
- 4) RSVP by the January 8<sup>th</sup> deadline to participate in the February 8<sup>th</sup> Workshop.

## REFERENCE SECTION

### **A. WORKSHOP PLANNING TEAM**

The members of the Workshop Planning Team are Nancy Read, Jane Harper, David Arbeit, Rick Gelbmann, Mark Vander Schaaf and the Staff Coordinator.

### **B. WORKSHOP PURPOSE AND COMPONENTS**

#### **Purpose of Strategic Directions Workshop:**

- Corroborate principles to guide MetroGIS's efforts
- Establish clear and agreed upon direction regarding key issues and opportunities to be explored during the Next-Generation MetroGIS Business Planning process\
- Improve understanding of what stakeholders need to obtain from and are able to contribute to MetroGIS.

#### **Role of Strategic Directions Workshop:**

The Strategic Directions Workshop is being pursued to provide clear direction for the Business Plan Update process, which is scheduled to begin immediately following the Workshop. The current goal is to present an updated Business Plan to the Policy Board for consideration in July 2007. Following the Business Plan Update project, the 2007 Work Plan proposes a project to update the MetroGIS's Performance Measurement Plan to insure it is in lock step with the next generation Business Plan. The goal is to begin its implementation of an updated Performance Measurement Plan by October 1, 2007.

#### **Proposed Program:**

The proposed program for the day is attached (Attachment B) for the Committee's information. The day has been designed to leverage Professor Bryson's considerable expertise with the dynamics of organizational policy development.

The goal is to provide a policy-maker friendly experience – with focus on the “What” and “Why” (collaborative opportunities) and “Should dos” (community priorities). The “Who”, in terms of questions of equity, will also be explored. The “How” and “When” will not be a focus as these dimensions are intended to be the focus of the subsequent Business Planning process.

#### **Scoping Themes:**

Several policy themes have been identified by the current and previous Oversight Teams as having strategic importance to MetroGIS identity and perceived value. They are as follows in suggested relative order of importance:

- Guiding philosophy (What changes, if any, are desired to the MetroGIS's underpinning principles?)
- Are we done? Do we just maintain what we have in place or are there more opportunities to explore?
  - Regional geospatial data solutions to common needs (Should solutions continue to be pursued for unresolved common information needs?)
  - Beyond regional data solutions (Should MetroGIS identify applications and opportunities that should be addressed in the Business Plan? Should MetroGIS foster collaborative solutions to common application/web services needs?)
  - Competencies (What resources are needed to maintain the status quo? To go beyond the status quo?)
- Stakeholders and Non-traditional users (What interests should MetroGIS serve? What deliverables are needed by stakeholders to remain engaged? What are stakeholders able to contribute to MetroGIS? What role should MetroGIS play in [serving?] policy making regarding information access by (a) interests other than local and regional government, i.e. non-profits and/or private sector and/or state or federal government; (b) users in fields beyond community development and environmental services; and (c) less technically-inclined users, who are increasingly able to utilize GIS due to improvements in technical tools?)
- Do we need to change how we do business, how we get things done?
- Geographic extent (How should MetroGIS work with interests beyond the seven county Metropolitan Area (e.g., collar counties) – directly or by promoting needed collaboration policies through Mn Governors Council on Geographic Information and other relevant institutions?)
- Intellectual/Digital Property Rights (What role should MetroGIS play to set standardized best practices/ intellectual rights policy related to derivative datasets, access to data and information via the Internet, etc?)

#### **Event Inputs:**

The conclusions of the November 15, 2005 “Beyond Government Users” Forum and June 1, 2006 “Imagining Possibilities” Forums.

June 1 *Imagining Possibilities Forum*: The final summary of the forum is available at [http://www.metrogis.org/specialevents/techpossibilities/Draft\\_Summary\\_Report.pdf](http://www.metrogis.org/specialevents/techpossibilities/Draft_Summary_Report.pdf). The “big ideas” shared at this forum will be used to facilitate discussion of strategic initiative that MetroGIS should pursue over the next few years.

Beyond Government Users - Partnering Opportunities. The Phase II Workgroup began its efforts on August 8. The goal is to complete the Phase II complete by early fall. The group’s objective is to develop a proposal to the Coordinating Committee for several “most promising, achievable” partnering opportunities. The group is charged with maturing ideas identified at the forum on November 15, 2005 at which forty-five candidate ideas for potential collaboration between government and non-government interests were identified in three broad topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

(The summary document can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf).)

The MetroGIS Policy Board endorsed the following principles at its January 2006 meeting for the prospective partnership idea proposals:

- Value added to public sector assets is encouraged provided it does not detract from the public sector objective.
- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can be comprised of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

**ATTACHMENT A**  
*(Last Updated: December 6, 2006)*

**MetroGIS Strategic Directions Workshop**  
**“Starter Kit” Statements**

**Introduction**

Participants at the MetroGIS Strategic Directions Workshop will focus their discussion on two questions:

1. Activities: What should MetroGIS be doing in the next 3-5 years?
2. Outcomes: What would be the result if MetroGIS does these things?

In preparation for the workshop, participants are asked to meet with relevant people in their organization to consider these questions. The following “Starter Kit” is provided to stimulate thinking by participants and their organizations prior to the workshop. It includes a listing of key current MetroGIS activities and potential new activities that some have already suggested; and current desired outcomes as well as potential new desired outcomes. To expedite discussion at the Strategic Directions Workshop, the Coordinating Committee and Policy Board will each be asked at their meetings prior to the Workshop to identify any of the following statements for which any interest has a question or concern.

**“Starter Kit” Statements**

The following statements are provided to expedite identification of any issues or concerns with current MetroGIS practice and several opportunities for MetroGIS’s leadership to consider. These listings are exhaustive but hopefully cover all significant elements. The “new” opportunities have been identified in a variety of venues over the past year. These listings are also not intended to reflect an order of relative importance.

***Current Desired Outcomes:***

1. Improved participant operations
2. Improved stakeholder effectiveness in achieving livable community goals, enhancing their constituents’ quality of life, and improving their economic competitiveness
3. Reduced participant costs

***Potential New Desired Outcomes:***

4. *Enhanced capacity resulting from partnering*
5. *Improved capacity for cross-jurisdictional decision making*

***Current Guiding Philosophies and Policies:***

1. Build Once, Sharing Many Times
2. Secure Champions
3. Have Broad Support of Vision and Expectations
4. Have Active Involvement of Policy Makers to Set Policy Direction
5. Rely on Consensus on Policy Decisions Fundamental to Long Term Success
6. Represent Diverse Perspectives
7. Maintain Focus on Common Business Information Needs
8. Focus on Stakeholder Benefits
9. Involve all relevant and affected parties, dominated by none
10. Acknowledge Fair-Share Contribution in several forms (data, people, equipment, and/or funds)
11. Share Investments Made By One Government Entity With Other Government Entities
12. Rely on Voluntary Compliance With Endorsed Standards and Procedures
13. Align with Internal Business Needs

14. Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own
15. Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs
16. Encourage adding value to public sector assets provided it does not detract from the public sector objective
17. Rely upon willing stakeholders with adequate capacity to voluntarily support components of endorsed regional solutions to common information needs
18. Rely on Metropolitan Council to support MetroGIS “foster collaboration” function

***Current Activities:***

1. Develop and maintain regional solutions to previously identified common information needs
2. Develop standards for GIS content, data documentation, and data management for regional solutions to MetroGIS-endorsed common information needs
3. Operate an Internet-based tool (DataFinder) for discovering and retrieving geographic data
4. Provide a forum for knowledge sharing
5. Collaborate to fund regional GIS research and development projects
6. Facilitate data sharing agreements among MetroGIS stakeholders
7. Foster wide-spread data sharing
8. Maintain liaison relationships with interests that have similar objectives
9. Secure broad support for vision and policies
10. Secure elected officials as policy makers and advocates for MetroGIS
11. Support a metro-wide, structure that effectively represents all key stakeholder interests
12. Waive cost recovery for data development expenses
13. Advocate for MetroGIS needs and desires to State and Federal policy makers
14. Document Stakeholder Benefits
15. Promote Understanding (*among policy makers*)
16. Maintain an Institutional Memory
17. Connect with other Spatial Data Infrastructure Initiatives with similar objectives

***Potential New Activities:***

18. *Add more items to the list of MetroGIS-endorsed common information needs*
19. *Advance idea that data is infrastructure (key asset)*
20. *Advocate for the creation of a Statewide equivalent of MetroGIS*
21. *Develop standards and processes for developing and sharing commonly needed GIS programs, applications and services.*
22. *Make available a comprehensive set of applications running on MetroGIS-endorsed regional datasets*
23. *Engage non-traditional users*
24. *Provide for users to contribute data directly to MetroGIS endorsed regional datasets*
25. *Pursue public-private partnerships to address common information needs*
26. *Pursue technology interdependencies (shared services) among organizations*
27. *Work with adjacent counties (beyond 7-county area) to ensure that their data is readily available and compatible with that endorsed by MetroGIS*



**Strategic Directions Workshop**  
*Setting the Stage for the Next-Generation of Collaboration*

Thursday, February 8, 2007  
Room 180, Hubert H. Humphrey Center, University of Minnesota  
7:45 a.m. to 4:30 p.m.

**Preliminary Program**

**7:45 a.m. Continental Breakfast and Pick up Program Materials**

**8:15 Welcome**  
*Victoria Reinhardt, MetroGIS Policy Board Chairperson and Ramsey County Commissioner*

**8:20 Introductions**

**8:50 Setting the Stage:**

- Summary of progression in MetroGIS Business Planning focuses
- What does it mean to be a member of MetroGIS - what's working and what's not
- Questions about background materials provided to participants prior to Workshop
- Organizational perspectives as opposed to participant perspectives

**10:00 Refreshment Break**

**10:15 Provide Desired Strategic Direction: Part 1 – Opportunities, Challenges, Activities**  
*Facilitation question – What should MetroGIS be doing the next 3-5 years?*

**12:00 p.m. Lunch (on site)**

**12:45 Provide Desired Strategic Direction: Part 2 – Outcomes, Results**  
*Facilitation question – What would result if MetroGIS did these things?*

**2:30 Refreshment Break**

**2:45 Provide Desired Strategic Direction: Part 3 – Priorities**

**3:15 Provide Desired Strategic Direction: Part 4 – Confirm Direction**

**4:25 Closing**

- Participant Reflections
- Overview of Next Steps



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – January 2007 Policy Board Meeting  
**DATE:** November 30, 2006  
(For Dec. 21<sup>st</sup> Meeting)

### INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's January 17, 2007 meeting.

It is suggested that the Committee select a topic that would provide Policy Board members with insight into one or more of the discussion topics that have been identified for the Strategic Directions Workshop (Agenda Item 5b, Attachment A to the agenda report).

### PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Ortho –Oblique Imagery (such as the product produced by Pictometry): The Committee concluded at its September 2006 meeting that this is a desirable demonstration topic and should be considered as a topic for the January or April 2007 meetings. Members Bitner, Henry and Knippel volunteered to prepared a draft message to convey to the Policy Board for comment by the Committee. As of this writing, a draft message had not been submitted for the Committee's consideration.
2. County GIS activities: During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations as opposed to 5-7 minute overviews from each county at a single Board meeting. Since then, Dakota and Scott Counties have made presentations.
3. GIS-related work at the U of M:
  - a) NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical US Census data, much of it not online. Both historical data and boundary files are now available for download and analysis. Some online mapping capability is involved. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.
  - b) "Bicyclist Commuter Behavior" project led by Kevin Krizek and Francis Harvey. They have been using GPS and questionnaires to analyze the behavior of bicyclists in South Minneapolis who commute to downtown Minneapolis or the University. They relied on street center line and orthophotos for the project. Tentative results suggest that bicyclists are not necessarily avoiding busy and less safe routes, but taking a speed advantage of those routes as the benefit that outweighs the perceived risks. The research is supported by Mn/DOT.

### COMMENTS

In addition to the options mentioned above, Chairperson Read has suggested a presentation about the **recent upgrades made to DataFinder**, in particular to the Café component, including brief review of the different data sets available, which are available as WMS and what that means, and what you can do with café and who would do it (public, non-profit, for-profit, local government). The thought is that this information and hopefully related discussion would be a good review before the Strategic Directions Workshop three weeks later on February 8.

### RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the January 17, 2007 Policy Board meeting.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.



**TO:** Coordinating Committee

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

**SUBJECT:** Policy on Decisions Between Meetings

**DATE:** December 15, 2006  
(For the Dec. 21 Mtg.)

## **REQUEST**

Direction is requested as to how the Committee wishes to proceed with the matter of authorizing decisions on non-policy matters between scheduled meetings.

## **PAST ACTION**

- 1) At its September meeting, the Committee recommended that the Policy Board amend the Operating Guidelines to authorize decision making between meetings on non-policy matters. The language proposed by the Committee is provided in Attachment A.
- 2) The Policy Board tabled action on this proposal on October 18<sup>th</sup>. An excerpt from Policy Board's meeting summary is provided in Attachment B. The Board concurred that between meeting decision-making is from time to time desired but raised a concern that if the Board is subject to the Open Meeting Law that e-voting is not a permissible way to accommodate this need. The idea of creating an executive committee to address these time to time needs was offered as an alternative. The matter was tabled to give staff an opportunity to obtain an opinion as to whether or not the MetroGIS Policy Board is subject to the Open Meeting Law.

## **OPEN MEETING LAW**

Following the Policy Board meeting, staff asked for advice from a member of the Metropolitan Council's legal staff as to whether MetroGIS's meetings are subject to the Open Meeting Law. The response received is that MetroGIS's meetings are not subject to the Open Meeting Law, other than if a quorum of elected officials representing any particularly stakeholder interest happened to be in attendance.

## **COMMENTS**

Since the inception of MetroGIS, a philosophy that has been followed that MetroGIS is to conduct its business as if a governmental unit. Adhering to the provisions of the Open Meeting Law, even though the organization is not expressly required to do so, recognizes that the Policy Board is comprised of elected officials who are subject to the Open Meeting Law in the conduct of other responsibilities.

Given that the Association of Metropolitan Municipalities (AMM) has found that e-voting is not permissible under the Open Meeting Law, the only option for MetroGIS to accommodate decision making between regularly scheduled meetings of the Policy Board and Coordinating Committee and maintain consistency with past observance of the Open Meeting Law is to pursue the idea of creating an executive committee.

## **RECOMMENDATION**

Offer direction as to whether the Committee would like to establish an executive committee or forego between meeting decision making. If the executive committee option is desired, direction is sought as the number of members, who should be involved, and meeting frequency.

**ATTACHMENT A**  
**PROPOSED MODIFICATIONS**  
**MetroGIS Operating Guidelines**  
**(Rules for Decision-Making Between Meetings)**  
**(Last Modified: June 28, 2006)**

**Article II**  
**Policy Board**

**Section 5. Voting and Decision Making**

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

b) Between Meetings

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

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states “E-Vote Requested – Urgent MetroGIS Business”.
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Section 7 in this Article governing the Board’s quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
- Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If ten percent or more of the members state the topic is inappropriate, the motion is tabled until the next regular or special meeting of the Board.
- Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
- The Board is apprised of the results and the course of action to follow immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting would need to be called for such decisions between regularly scheduled meetings.
- The action is ratified at the next regular or special meeting of the Board as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

**Section 7. Quorum**

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

**Article III**  
**Coordinating Committee**

**Section 8. Quorum**

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

**Section 9. Voting and Decision Making**

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

a) At Meetings

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

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

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

b) Between Meetings

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

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 in this Article governing the Committee's quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
- Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If ten percent or more of the members state the topic is inappropriate, the motion is tabled until the next regular or special meeting of the Board.
- Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
- The Committee is apprised of the results and the course of action to follow immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting must be called for such decisions between regularly scheduled meetings.
- The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

## ATTACHMENT B

### Excerpt Form Summary of October 18, 2006 Policy Board Meeting

#### 5. ACTION AND DISCUSSION ITEMS

##### a) Modification to Operating Guidelines – Decisions Between Meetings

Coordinating Committee Chairperson Read introduced the topic, informing the Policy Board that the Coordinating Committee had recommended the proposed modifications to MetroGIS's operational guidelines, as presented in the agenda report. Chairperson Reinhardt explained that changes had been made to an early version by the Committee at her request to insure consistency with Roberts Rules of Order, for which she thanked the Committee. She also noted that the proposed modifications had been sent to Board members on two occasions for comment and that none had been received.

Member Lake suggested and the group concurred that the appropriateness of the 10% threshold rule (Article II, Section 5b, 5<sup>th</sup> item) should be monitored, noting that it could be rather restrictive in a time-sensitive matter. Member Kordiak suggested and the group concurred to remove the phrase "as a consent item" from (Article II, Section 5b, last item) to provide the opportunity to discuss the item.

Member Pistilli questioned if voting conducted via email would constitute be a violation of the Open Meeting Law. This comment prompted a question as to whether the Policy Board is subject to the Open Meeting Law. **Member Pistilli noted that even if the Board is not technically covered by the Law, the Board may want to continue to operate as if it were subject to the Law given elected officials comprise its membership.**

Member Schneider stated that if the Policy Board is subject to the Open Meeting Law, then the modifications would not be permissible based upon extensive research that has been conducted by the City of Minnetonka and the League of Cities. **Members agreed with the premise of authorizing between-meeting voting and concurred that if E-voting is not a viable option that delegation of the decision to an Executive Committee should be considered as a Plan B.**

Chairperson Reinhart suggested, and the Board agreed, that the matter be tabled to the January 2007 Board meeting. **Staff was directed to obtain an option as to whether or not the Policy Board is subject to the Open Meeting Law. If the Board is subject to this Law, the matter of delegating authority for between-meeting decisions to an Executive Committee would then be considered.**



**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Updates

**DATE:** December 12, 2006  
(For the Dec 21<sup>st</sup> meeting)

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

**A) METROGIS DATAFINDER CAFÉ UPDATE**

Upgrading of DataFinder Café is nearly complete. The project was achieved in cooperation with Latitude Geographics (British Columbia, Canada), the owners of GeoCortex software which is an integral component of the improved DataFinder Café application. DataFinder Café is once again a state-of-the-art tool for obtaining geospatial data, which now includes the capability of accessing 35 Mapping Services via the Internet in addition to 158 datasets. The upgrade was made possible through a federal grant received from the NSDI program. The detailed upgrade specifications are available upon request. The only component not complete at the time of this writing was a function within the statistics package that will for the first time allow us to distinguish use of map services from data downloads. The upgraded application is otherwise fully operational for the user community. Alison Slaats has served as the Project Lead.

**B) 2006 REGIONAL GIS PROJECTS**

Agreements are in the process of being signed with the respective contractors for both projects authorized for funding under the 2006 program. The agreements will be posted on the MetroGIS website once executed. These agreements include the project specifications accepted by the Committee. Both projects are anticipated to begin in January and be complete by mid-2007. An update on each project follows:

- URS is the successful bidder for the viability assessment for a proposed web-editing tool associated with Addresses of Occupiable Units Project. Brad Henry will be the lead researcher. Endorsement of the assessment is being sought from the Metropolitan Emergency Services Board (MESB) and Association of Metropolitan Municipalities (AMM).
- LMIC (Mn Land Management Information Center) and the Metropolitan Airports Commission (LMIC) will be developing a Geospatial Services Directory and Broker.

**C) BUSINESS PLAN/PERFORMANCE MEASUREMENT UPDATES**

(See Agenda Item 5d, 2006 Annual Performance Measurement Report, and 5f, Preparation for Strategic Directions Workshop.)

**D) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS**

(Refer to <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

(See Agenda Item 5e, 2006 Accomplishments)

**E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

(See Agenda Item 5e, 2006 Accomplishments)



**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** December 11, 2006  
(For the Dec 21<sup>st</sup> meeting)

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

**A) TESTIMONIAL – U OF M**

In October, a ninth testimonial to the benefits of MetroGIS's efforts was produced. It can be viewed at <http://www.metrogis.org/benefits/testimonials/index.shtml>. The subject was an Emergency Evacuation Planning Application developed by Professor Shashi Shekhar's team with the Computer Sciences Department at the University of Minnesota. Jeanne Landkamer conducted the interview and drafted the document. Professor Shekhar presented the subject application to the Policy Board last April. In part due to his acknowledgement of the importance of MetroGIS's efforts during the presentation, Professor Shekhar was invited to participate in the subject testimonial. Following the presentation last April, officials from U.S. Banks, at the suggestion of Policy Board Member Pistilli, initiated talks to investigate use of this application in partnership with the U of M and MetroGIS for address corporate needs.

**B) MEETING SUMMARY – NOVEMBER 16<sup>TH</sup> TECHNICAL ADVISORY TEAM (TAT)**

The meeting summary for the TAT's November 16, 2006 meeting can be viewed at [http://www.metrogis.org/teams/ta/index.shtml#agendas\\_sum](http://www.metrogis.org/teams/ta/index.shtml#agendas_sum). Note that the TAT has not reviewed the proposed Federal Enterprise Architecture Geospatial Profile document which the Committee forwarded to the TAT in June for review. No one on the TAT has recognized an associated business need and therefore no resources have been identified to carry out this review. See the minutes for more information

**C) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter**

An article was submitted about updates that have been made to DataFinder Café. When published, the article will be able to be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=93>.

**2. Presentations**

None

**D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**1. New Hennepin County Property Mapping Application (Beta) Available To Public**

The Hennepin County GIS Division has recently released a new Property Mapping Application (BETA) for public use (see link below). We encourage you to try the new application and/or pass the link to any colleagues interested in GIS or Hennepin County Property/Tax Data. We are currently accepting feedback (both map and data) via an Internet page (see link below). We look forward to reading your comments.

Main Application Link: [http://www13.co.hennepin.mn.us/PropertyMap\\_Beta/Default.aspx](http://www13.co.hennepin.mn.us/PropertyMap_Beta/Default.aspx)

Feed Back Link: [http://www13.co.hennepin.mn.us/PropertyMap\\_Beta/Feedback.aspx](http://www13.co.hennepin.mn.us/PropertyMap_Beta/Feedback.aspx)

For more information, contact the Hennepin County Taxpayer Services, GIS Division, at [gis.info@co.hennepin.mn.us](mailto:gis.info@co.hennepin.mn.us).

## 2. **New Digital Elevation Committee proposed**

The Executive Committee voted to form this new committee, and the full council will vote to ratify the decision at the 9/20 meeting. The committee would essentially be a continuation of the Statewide DEM Working Group which has been working for years to improve Minnesota's elevation data. Assuming the decision is ratified, a committee page will be added to the council website. In the meantime, for more information contact Ron Wencil who now co-chairs the working group along with David Claypool, Ramsey County Surveyor:

[http://www.gis.state.mn.us/Members/2007/07\\_wencil.html](http://www.gis.state.mn.us/Members/2007/07_wencil.html)

## 3. **New Wetlands subcommittee**

At the council's June meeting, the Hydrography Committee announced that it was creating a subcommittee on wetlands data. This would more formally link the activities of a coalition of state and federal agencies with the council -- the coalition has been developing a comprehensive wetland assessment monitoring and mapping strategy for the state and includes staff from the MN Pollution Control Agency, MN Dept. of Natural Resources, MN Board of Water and Soil Resources, MN Department of Agriculture, U.S. Environmental Protection Agency and U.S. Fish & Wildlife Service.

## 4. **Minnesota Uses Grant to Further Develop GIS Strategic Plan**

*(Submitted by Fred Logman, Office of Geographic and Demographic Analysis)*

Minnesota received a \$50,000 grant from the Federal Geographic Data Committee to assist the state develop a strategic and business plan in support of the National Spatial Data Infrastructure (NSDI) Future Directions Fifty States Initiative. The National States Geographic Information Council (NSGIC) has partnered with the FGDC in this program and provides a brochure describing the program and what is needed in each state for success:

[http://www.nsgic.org/hottopics/50states\\_initiative\\_handout.pdf](http://www.nsgic.org/hottopics/50states_initiative_handout.pdf). Ten other states received similar grants: Connecticut, Louisiana, Maryland, New Hampshire, North Carolina, Oklahoma, Texas, West Virginia, Wisconsin, and Wyoming.

The Minnesota geospatial community has a long tradition of cooperation, reflected in more than thirty years of accomplishments involving the development, distribution, and dissemination of digital geospatial data based upon common needs and adopted standards that support the NSDI. In 2004, Minnesota formally adopted [Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure](#), a plan for coordinating GI technology to support organizations working within the state. The 2004 plan included recommendations addressing policies, procedures and governance issues that support enterprise solutions.

This project supports the next steps required to develop a sustainable Minnesota Spatial Data Infrastructure (MSDI), strengthening coordination within the state while supporting the national goals of the NSDI. The goal of this project is to generate a strategic plan for state geospatial services focusing on organizational and operational recommendations. While focusing on Minnesota's executive branch agencies, the plan will also ensure that the needs of the larger Minnesota geospatial community are addressed.

Several areas that will be examined include: establishing a state "geospatial authority," creating an enterprise geospatial organizational structure and governance model, identifying sustainable funding, updating framework data plans, as well as better integrating state geospatial and traditional IT technologies. The plan and project recommendations will be based on information acquired from interviews, studies and facilitated sessions with stakeholders.

The Land Management Information Center (LMIC) is conducting the project, and the project leader is Fred Logman, who has been active in the Minnesota IT and geospatial community for many years. The Governor's Council on Geographic Information, through its Strategic Plan Committee, will actively participate in the one-year project that started in March.

For further information, please contact Fred Logman at: [fred.logman@state.mn.us](mailto:fred.logman@state.mn.us) or 651-201-2495.

**E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

1. Will Craig was recently appointed as NSGIC's (National State Geographic Information Council) representative to a National Address Standard Working Group. He is also a member of NSGIC's Address Committee through which he is promoting MetroGIS's vision for a regional occupiable units database.

NSGIC also responded to a paper Craig submitted to URISA by forming a working group, with him as co-chair. The mission and charter for the new work group, plus his URISA paper, can be viewed at <http://www.nsgic.org/committees1/committee.cfm?cid=105>

2. **Address Data Standard in Second Review Phase**

The MetroGIS Address Workgroup's work to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA (Urban and Regional Information Systems Association) under the auspices of the FGDC (Federal Geographic Data Committee). Supporting organizations are NENA (National Emergency Numbers Association) and the U.S. Census Bureau. The national standard completed its second review period in January. Mark Kotz, lead staff to the MetroGIS Workgroup, has participated on the development team for the content portion of the national standard. The second and final round of review under URISA's guidance is expected to end within the month. The FGDC is expected to make the proposal available for a broader national review before it acts on the proposal. All modifications requested by the MetroGIS Address Workgroup have been incorporated into the current version of the standard. The MetroGIS Workshop has also tested the proposed national standard and found it to be doable for local address authorities.

The national street address data standard consists of four parts: content, classification, quality, and transfer. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration. *(Submitted by Mark Kotz)*

**F) OTHER INFORMATION**

1. **MetroGIS Performance Measurement Plan Recognized**

Kate Lance, who is a PhD candidate at the International Institute for Geo-Information Sciences and Earth Observation (ITC) and Wageningen University in the Netherlands, has recognized MetroGIS's Performance Measurement Plan in research she conducted as an exemplar example among the an international field of Spatial Data Infrastructure programs. Several concepts presented in her paper from other programs and related research are worth considering as potential enhancements of MetroGIS's current measurement criteria.

MetroGIS's proposed 2007 Workplan calls of updating of MetroGIS's Performance Measurement Plan following the update of the Business Plan to insure that Performance Measurement Plan reflects policies set forth in the new Business Plan. Staff has extended an invitation to Ms. Lance to participate in the process and she has expressed interest in doing so.