

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Board Room
March 28, 2007

1. CALL TO ORDER

Chairperson Brown called the meeting to order at 1:05 p.m. He commented that as the new Committee Chairperson that he is looking forward to work ahead as MetroGIS decides how best to achieve the goals and opportunities that generally agreed upon as priorities for the next generation of MetroGIS's efforts. He also thanked immediate past Committee Chairperson Read for her excellent leadership to set the stage for the successful Strategic Direction Workshop held on February 8, 2007.

Chairperson Brown then asked each member to introduce themselves.

Members Present: *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* David Claypool (Ramsey); Jim Bunning for Jim Hentges (Scott); *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown and Scott Simmer (Hennepin) and Jane Harper (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT); and *Utilities:* Allan Radke (CenterPoint Energy).

Members Absent: *Academics:* Will Craig (U of M); Steve Lorbach (AMM: core cities - City of St. Paul), *Counties:* John Slusarczyk (Anoka); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Federal:* Ron Wencl (USGS); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), *State:* Tim Loesch (DNR) and David Arbeit (GDA/LMIC); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team); Jonathan Blake (Richardson, Richter and Associates – Member of the MetroGIS Staff Support Team);

Visitors: Brian Fisher (Houston Engineering); Doug Gentry (Metropolitan Mosquito Control District); Mark Kotz and Matt McGuire (Metropolitan Council); Fred Logman (LMIC), and Scott Bunde (Xcel Energy).

2. ACCEPT AGENDA

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

3. ACCEPT MEETING SUMMARY

Agenda approved via assent.

4. POLICY BOARD MEETING:

Staff Coordinator provided an overview of the January 17, 2007 Policy Board meeting, elaborating on the GIS demonstrations provided by Chet Harrison of CB Richard Ellis and by Sally Wakefield of the 1000 Friends of Minnesota. Claypool commented that the demonstrations were similar to those provided at a NACO meeting in Washington at a subcommittee report on Google Earth and similar technologies.

5. ACTION AND DISCUSSION ITEMS

a) MetroGIS Business Plan Update Project

Chairperson Brown introduced the agenda item, adding that he believes that committee discussion would be a good way to clarify the information provided in the agenda report, and asked the Staff Coordinator to present the report from the Business Planning Oversight Team.

The Staff Coordinator began his comments by noting that the evaluations submitted by the participants of the February, 2007 Strategic Directions Workshop demonstrated that they believe the Workshop was a success, with a 4.44 overall rating on a 1-5 scale.

He then commented that the Business Planning Oversight Team (BPOT) had concluded that sufficient direction had been received at the Workshop regarding four critical cross-cutting issues, summarized the Team's conclusions for each and asked if Committee members were comfortable with these conclusions. Henry asked about the impact of pursuing projects/capacity building with a geographic extent beyond the seven-county Metro Area on sustaining support from the Metropolitan Council. Vander Schaaf explained that the Metropolitan Council supports a cooperative, voluntary approach with adjoining counties to address common needs and noted that the Council's support of MetroGIS can be counted on as long the Council continues to receive what it needs from its participation in MetroGIS. He offered an example of the Natural Resources Digital Atlas project and how four adjoining counties had asked the Minnesota Department of Natural Resources to adapt it to their usage. There were not other comments about the BPOT's conclusions about the cross-cutting issues, as outlined in the agenda report.

The Staff Coordinator then reported that in the course of the Staff Support Team's discussions with Professor Bryson following the February 8th Workshop (he facilitated the Workshop), the concept of MetroGIS serving in the role of "capacity builder" was identified as an important matter that needs to be resolved before a next-generation mission statement can be developed. He asked the Committee for its thoughts on the appropriateness of following a policy that, "stakeholders are responsible for the outcome of "Solving Real World Problems", not MetroGIS, and MetroGIS should be accountable for outcomes that effectively "build capacity" and result in improving stakeholder efficiencies to carry out their responsibilities".

Chairperson Brown concurred and elaborated on the usage of applications in that respect. Definitive direction was not received as the discussion of this concept became intermingled with a desire to have more clarity of mission and appropriate next steps concerning MetroGIS's role to achieve collaborative solutions pertaining to applications. (Harper commented that a more reactive approach, instead of a proactive approach might be the best course of action for MetroGIS. Gelbmann responded by commenting that the retaining a consultant, as suggested in the agenda report, to aid MetroGIS define a policy foundation for MetroGIS's role in the arena of applications might help MetroGIS clarify its overall policy framework and priority outcomes.)

After an extended conversation, it was decided that agreement should be achieved on, at least, draft next-generation vision, mission, guiding principles, and operating standards before any next steps are taken regarding defining policies or activities related to applications. The Committee delegated responsibility for drafting the next-generation proposals to the BPOT and Knippel volunteered to join the BPOT. Staff was asked to notify all Committee members of the BPOT's meetings. It was agreed, that any member of the Committee is welcome to attend

BPOT meetings but they must RSVP with staff to insure the meeting facilities are adequate for the number attending.

The group then briefly discussed staff's suggestion that the Committee set special meetings on a monthly basis to insure that valuable momentum is not lost, provided they are tightly focused and limited to Business Planning topics. Although special meetings were not ruled out, a preference for an Internet-based solution to vet proposals and develop consensus on next generation vision, mission, guiding principles, and operating standards was endorsed. Knippel agreed to check with Dakota County officials to determine if software they have procured (Microsoft SharePoint) can be used to host this capability for MetroGIS during the Business Planning process. Staff was also asked to create a webpage where all of the BPOT's meeting materials and summaries can be accessed. Logman suggested that if an Internet forum is established that the subject matter be declared to be "working papers", to exempt from Data Practices and allow the forum participants to be closed to the Committee, if the Committee so elects.

b) 2007 Regional GIS Projects – Concept Proposals

Chairperson Brown introduced the agenda item as outlined in the agenda reports and asked each of the proposers to provide a summary of their proposed 2007 Regional GIS Projects.

Candidate C: "Geocoding Service and Application Code". Read summarized the proposal. She commented that if this proposal were funded, the functional design requirements for an open source geocoding service consistent with needs of the MetroGIS community would be developed. The practical effect would be that the Metropolitan Mosquito Control District and others would be able to leverage the programming code in the Metropolitan Airports Commission's geocoding service by incorporating it into a Metropolitan Mosquito Control District application and, thereby, also further leverage the value of the high quality data available via the MetroGIS Regional Parcel and the TLG Street Centerline datasets and eventual via the regional addresses of occupiable units dataset.. Read closed her comments by commenting that some flexibility to exceed the \$10,000 estimate is desired while the final proposal is being developed.

Knippel and Gelbmann comment that this project is consistent with the policy direction received at the February 8th Workshop concerning the four earlier discussed cross-cutting issues, in particular, geographic scope.

Candidate B: Geocoder Viability Assessment. Henry summarized the proposal and withdrew it, noting that he concurred with the conclusion stated in the agenda report that this project is a component of Candidate C and should be merged with it.

During the brief Committee discussion of this proposal, a clarification was achieved through comments made by Knippel to distinguish existing geocoding applications developed by Hennepin County and others from the Candidate C, which proposes an open source geocoding service intended to be consumed by others in a variety of content specific applications.

Candidate A: Data Collection Assessment (Proposed Regional Addresses of Occupiable Units Dataset). Henry summarized the proposal, as stated in the agenda report. After a short discussion, the group concurred with the suggestion in the agenda report that this project is premature until the results of the current pilot project related to the proposed regional addresses for occupiable units dataset is complete, which was estimated to be fall 2007.

Bitner argued that embedding the concept of a “cascading” geocoder into the Candidate C proposal in effect partially mitigates concerns for nonexistent or incomplete addresses for occupiable units. He noted that use of a cascading geocoding would draw upon the best available data and will work throughout the region, albeit not provide as accurate of a match without unit-level addresses. He also surmised that use of the cascading geocoder may actually increase awareness and understanding for the value or a regional addresses of occupiable units dataset and catalyze participation. Knippel concurred with Bitner’s assessment.

Motion: Knippel moved and Bitner seconded that the Coordinating Committee recommend approval of Candidate C, as explained in Attachment C of the agenda report, subject to including in the final proposal: 1) “cascading” functionality as a functional design requirement and 2) more details about how the funding would be used in the final proposal. Motion carried, ayes all.

Motion: Gelbmann moved and Knippel seconded that the Coordinating Committee find that consideration of the Candidate A proposal (*Data Collection Assessment*) is premature until the findings of the Web-Based Editing Application Assessment project (also related to the proposed regional addresses of occupiable units dataset) have been considered by the Committee. Motion carried, ayes all.

Read inquired if the available funding is not fully allocated in 2007 whether it can be rolled over to 2008. The Staff Coordinator commented that he would investigate the possibility.

c) 2006 Regional GIS Projects (Status Reports)

Chairperson Brown introduced the agenda and invited the managers of the two projects funded in 2006 to summarize their progress.

Web Editing Application Assessment (proposed regional addresses of occupiable units dataset)

Matt McGuire, with Metropolitan Council, explained the progress is being made to obtain endorsement from the Metropolitan Emergency Services Board of the benefits possible if a regional addresses of occupiable units database were operational. Three workshops are planned to share the concept with local address authorities and obtain direction concerning functional requirements for the proposed web-based editing application. The first of the workshops is scheduled for May 10 and will be targeted to local addressing authorities with jurisdiction in Anoka, Ramsey and Washington counties. The second workshop will be targeted to local addressing authorities with jurisdiction in Dakota, Carver and Scott counties and the third will be targeted to addressing authorities with jurisdiction in Hennepin County. No questions or comments were offered.

Brown invited McGuire to comment on the meeting on March 24th with Hennepin County officials to discuss the similarities between the current pilot project and a project underway at Hennepin County to develop an address database for properties with multiple units. McGuire commented that both parties have a clear understanding of the other’s project and how they relate to one another. As a result of the meeting,, a workshop will now also be held in Hennepin County for the MetroGIS project.

Service Broker

Fred Logman, with LMIC, explained that the project had only recently begun. Good progress has been made to define metadata requirements for describing web services that will be

searchable via the service broker application. The next meeting of the steering committee is scheduled for April 11th. No questions or comments were offered.

e) GIS Demonstration for April Policy Board Meeting

The Staff Coordinator introduced the topic by providing background on candidate demonstration topics that previously been identified. Knippel commented that a demonstration of the OpenMNND projected (demonstrated immediately prior to the Committee's meeting) would also be timely.

Motion: Henry moved and Harper seconded to accept Knippel's offer to present the OpenMNND project to the Policy Board at the April 25, 2007 Policy Board meeting. Motion carried ayes all.

It was agreed that the key messages would include:

- 1) Value of working together, what we can do when resources are leverages to collaboratively address common needs, how (grant) funding is used to support such projects.
- 2) Value of the knowledge sharing forum supported by MetroGIS which played a significant role in catalyzing this project,
- 3) How MetroGIS's can expand its influence beyond the Metro Area through partnering in accordance with one of the objectives identified at the February 8th Strategic Directions Workshop,
- 4) Benefits of using Web Services and their relevance to applications,
- 5) Role of government to promote open source solutions - related licensing questions?,
- 6) How funding is used to achieve collaborative.

Chairperson Brown requested a 15 minute time extension, which was granted.

f) RSS Capability Added to DataFinder

Due to the lack of adequate time, the presentation that had been planned was not made. Gelbmann suggested that the Committee members take some time to review the RSS functionality that is now running on the DataFinder website and to contact staff if they had any questions. The Staff Coordinator thanks Dakota County for requesting that MetroGIS consider adding this functionality. No further discussion occurred.

6. PROJECT UPDATES

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

7. INFORMATION SHARING

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

8. ADJOURN

Henry moved and Harper seconded to adjourn the meeting at 3:15 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Chris Kline
MetroGIS Administrative Technician