

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Board Room
September 12, 2007

1. CALL TO ORDER

Chairperson Brown called the meeting to order at 12:35 p.m.

Members Present: *Academics:* Will Craig (U of M); *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Cities:* Steve Lorbach for Jim Engfer (AMM: core cities - City of St. Paul), *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Randy Knippel (Dakota), David Claypool (Ramsey), Jane Harper (Washington); Jim Bunning for Jim Hentges (Scott), Bill Brown (Hennepin); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Gordon Chinander (Metropolitan Emergency Services Board), 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:* Chris Cialek for David Arbeit (GDA/LMIC) and (Joella Givens (MN/DOT); and *Utilities:* Jeremy Moore for Allan Radke (CenterPoint Energy).

Members Absent: *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *State:* Tim Loesch (DNR); and *Watershed/Water Management Organizations:* Vacant.

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS Staff Support Team)

Visitors: Policy Board Chairperson Victoria Reinhardt (Ramsey County Commissioner); Amanda Nygen (Metropolitan Airports Commission); and Mark Kotz (Metropolitan Council).

Policy Board Chairperson Reinhardt presented a Certificate of Appreciation (Attachment A) to Dave Drealan for his service on the Committee as the Carver County's representative since the Committee was created January 1995. Chairperson Reinhardt read the language on the certificate and thanked Drealan for his service on the Committee. Drealan commented that he continues to support the work of MetroGIS but that a change in his job responsibilities necessitated that he recommend that the County Board appoint Peter Henschel, Carver County GIS Manager, to take his place on the Committee. He mentioned that he will serve as Henschel's the alternate and wished the Committee continued success.

Craig asked Drealan how his resignation might affect the County Data Producers Workgroup, which Drealan has chaired since it was created in 2000. Drealan commented that Randy Knippel has agreed to assume the chairmanship of the workgroup

2. ACCEPT AGENDA

Harper moved and Craig seconded to approve the agenda as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Harper moved and Chinander seconded to approve the June 12, 2007 meeting summary, as submitted. Motion carried, ayes all.

4. POLICY BOARD MEETING:

Staff Coordinator Johnson provided an overview of the action items at the July 25, 2007 Policy Board meeting. No questions were asked.

5. ACTION AND DISCUSSION ITEMS

a) 2008 – 2011 MetroGIS Business Plan – Final Recommendations

Chairperson Brown introduced the topic and turned the presentation over to Member Read, who served as Chairperson of the Business Planning Oversight Workgroup.

(1) Review and Comment on Plan Components

(a) Mission Statement

The first item of discussion was a suggested revision to the “works in progress” mission statement that had been adopted by the Policy Board in April. After some discussion the group concurred that the revisions suggested in the agenda report should not be pursued. However, the group did decide that the term “technology” should be removed from the 2nd line and that “Metropolitan Area” should not be capitalized to provide flexibility to interpret the geographic extent of the area serviced by MetroGIS.

Motion: Read moved and Harper seconded to recommend the following two changes to the “works in progress” mission statement adopted by the Policy Board at its April 2007 meeting: 1) drop the capitalization of “Metropolitan Area” and 2) drop the word “technology” following “geographic information”. Motion carried ayes all.

(b) Chapter 8: 2008-2009 Workplan Priorities

Read introduced this topic summarizing the result of the survey of the Committee members conducted in August, noting that the top 15 activity preferences listed in the handout represented general agreement on importance by the Committee and that there were mixed ratings of importance for many of the other 19 work program candidates. She also noted that the results represent the opinions of 15 individuals and therefore should be used as a guideline for setting priorities.

Read then commented that the Business Planning Oversight Team’s recommended activities for 2008 draw heavily on the priority preferences cited by the Committee but that the workplan for 2008 also includes several “organizational” tasks that the Committee rated as low priorities. In response to question from Craig, Read clarified that work on tasks showing as a lower priority is not precluded if a member wishes to take on a project (e.g. Craig mentioned that he would like to work on implementing the “RAMONA” metadata scheme). The suggested priorities are principally set for the purpose of allocating MetroGIS staff and funding resources. The group concurred that some needs of a given small group of participants will likely differ from the needs of the community, as a whole, and that the listing of priorities in the Business Plan should reflect the shared needs of the larger community.

Harper commented that she is concerned that “building advocacy and awareness” rated so low, noting that sustaining support will require continual efforts to inform stakeholder of the products/procedures made possible via MetroGIS’s efforts. It was agreed that the term “marketing” is viewed differently by and that the meanings of “outreach” and “marketing” are sometimes confused. It was agreed that a case should be made to the Policy Board that “outreach” means making stakeholders aware of MetroGIS’s accomplishments and the potential value to their respective organizations of using/leveraging the existence of the regional solutions to shared needs achieved through MetroGIS’s efforts , particularly among non-traditional users such as public safety. It was also agreed that “marketing” is different and more controversial because it often is seen as focusing on efforts to increase revenue by “selling” something.

During and after an extensive discussion the Committee provided the following direction concerning components of proposed Chapter 8:

(i) Direction/Decision: It was agreed that the annual work plan should include an activity(ies) associated with each of the eight major activity areas defined by the Policy Board at the July Board meeting.

(ii) Direction/Decision: Updating of the current MetroGIS “Outreach Plan” should be added as a priority activity for 2008 and that implementation of the updated strategies should be an ongoing activity.

(iii) Direction/Decision: It was acknowledged that efforts in a particular activity area can achieve an activity objective in another area, as such, it was agreed that an attempt should be made to identify all areas affected when measuring performance and communicating work objectives with the Policy Board. Member Read suggested development of a checklist to assist workgroups identify direct and indirect impacts of their activities on other major activity areas as they pursue their charges.

(iv) Direction/Decision: The indication of member preferences regarding willingness to participate on a particular activity is useful information but that citing the actual count would more useful for future project planning than citing the percentage of those expressing an interest.

(v) Direction/Decision: Modify “seek formal endorsement from key stakeholders of the updated Business Plan” to “offer to make presentations to inform key stakeholders of MetroGIS’s current intentions and seek feedback about any concerns that may exist”.

(vi) Direction/Decision: Add the proposal to create a Define Technical Leadership / Shared Application Needs Workgroup to the 2008 activities priorities under the “Optimize Organization” activity area.

(vii) Direction/Decision: Replace the detailed listing of options and pros and cons of each in Chapter 8.4 related to securing additional Technical Leadership/Coordination with an overview statement. The overview statement should cite a general range of options and call for a Technical Leadership Workgroup to be created immediately to investigate these options and recommend a course of action by not later than March 2008. The group also agreed that this Workgroup should also provide/secure the Technical Leadership needed to define MetroGIS’s role relating to addressing shared application needs, again by not later than March 2008.

(c) Executive Summary

No additions or modifications were offered.

(d) Context Setting Components - Chapters 1-6 and Appendices

No additions or modifications were offered.

(e) 2008 “Fostering Collaboration” Budget

Direction/Decision: Delegate to the Business Planning Oversight Team responsibility to refine the proposed 2008 “foster collaboration” budget to reflect the priorities agreed upon by the Committee in the preceding discussion.

(2) General Recommendation:

Motion: Henry moved and Carlstrom seconded to authorize the Business Planning Oversight Team to carry out the following actions in addition to the direction provided above in Section 5a(1):

- Compile the approved components of the 2008-2011 MetroGIS Business Plan into a complete document, including completion of incomplete appendices and adding missing facts in the context chapters where placeholders have been embedded in the text.
- Offer suggested definitions for terms not as yet defined in the Glossary for comment by the Committee via web-based SharePoint before submitting the final plan to the Policy Board for approval.
- Edit the complete document to improve clarity and correct any formatting inconsistencies, grammar flaws, or other non-content related modifications, as the Team deems appropriate.

- **Present the “final” Plan, including recommended 2008 budget allocations, to the Policy Board for consideration at the Board’s next meeting (October 17, 2007).**

[Editor’s note: the final recommendation listed in the agenda report was deleted from the Committee’s action because it was addressed in recommendation 5a(1)(b)(v).]

Motion carried, ayes all.

b) Applications/Technical Leadership Workgroup

The Staff Coordinator summarized the proposal to create a workgroup of the Committee charged with two tasks no later than March 2008: 1) define the technical leadership support needed to achieve desired outcomes and strategies defined in the 2008-2011 business plan and 2) provide the technical leadership needed to define MetroGIS’s related to addressing shared application needs.

Gelbmann commented that the term “applications” in general is a wide range of meanings and that it is imperative that the MetroGIS community achieve a common understanding of what is meant by address “shared application” needs. He went on to offer a concept that that sharing can occur on many levels and that a charge to the proposed workgroup is to clearly identify the levels or types of sharing that are possible so that the community can decide which of these levels is appropriate for MetroGIS’s efforts. Gelbmann concluded by stating the workgroup would in effect define a structure from which to accomplish the top new priority activity of “addressing shared application needs”.

Chairperson Brown affirmed that “addressing shared application needs” is among the top work priorities defined by the Committee via the business planning process and that Committee members had also rated this topic among the highest in terms of interest in participating in the solution.

Gelbmann and Read then summarized the suggested strategy outlined in the agenda report, dated September 5, 2007, to define MetroGIS’s role related to addressing shared application needs. The Staff Coordinator noted that the recommended strategy intentionally minimizes the expense and time involved and that the deliverable is intended to serve as a starting place to catalyze action as soon as possible. He also shared that the current proposal includes additional detail about the desired deliverables and anticipated commitments by the participants that were requested when a less defined concept was shared with the Technical Advisory Team (TAT) at its August meeting, in particular centering the process on a facilitated one-day forum through which the bulk of deliverable are expected to be accomplished. The Staff Coordinator concluded his comments by noting that David Brandt, member of the TAT and GIS Coordinator with Washington County, has expressed interest in serving on the proposed workgroup if created by the Committee.

No modifications were offered by the Committee to the process outlined in the agenda report.

Motion: Henry moved and Givens seconded that the Committee:

- 1) Create an Applications / Technical Leadership Workgroup.
- 2) Direct the Workgroup to begin to implement the proposal defined in the agenda report, dated September 5, 2007, beginning immediately, and to share their efforts with the Policy Board at the October meeting

Motion carried, ayes all.

Member Bitner volunteered to serve on the newly created Applications / Technical Leadership Workgroup. Gelbmann commented that he will also ask someone from the Council’s GIS Unit to serve on the Workgroup. Staff Coordinator Johnson stated that he would set up a meeting with the volunteers to identify 3-4 additional candidates to serve on the workgroup.

c) Regional Address Point Database – Next Steps

Mark Kotz, lead staff to the Address Workgroup, provided an overview of the Workgroup's efforts to finalize a recommended course of action to achieve a Regional Address Points (Occupiable Units) Database. His comments included: a brief overview of vision for a regional Address Points dataset adopted by the Policy Board in April 2005; the database design is based upon a national standard that is close to adoption; the Web Application Viability Assessment completed this past summer demonstrated that the vision is viable and that there is sufficient support (at least 21 cities are expected to initially participate) to proceed with development of a web-based application for the purpose of assisting local address authorities directly participate in the ongoing maintenance of the proposed regional dataset; all seven counties have expressed interest in having access to address point data; and three metro area counties are in the midst of piloting a web-based application and cooperating with MetroGIS to achieve objectives established by the broader community.

Kotz then shared two main points for comment and direction. The first is that the vision calls for the regional dataset to be "updated frequently", which the Workgroup has interpreted to mean daily because the public safety community is a primary driver of the information need. He commented that this is standard involved a technical challenged that the Workgroup believes warrants the required effort. None of the Committee members disagreed.

The second discussion point is that candidate organizations (LMIC, Mn Dept of Revenue, Mn Dept of Public Safety, Metropolitan Emergency Services Board, and Metropolitan Council) have been identified to serve in the role of regional custodian but no organization has accepted this role, in large part, because the responsibilities have not been sufficiently defined to enable an evaluation of the level of effort that would be involved. As an interim measure, to keep the vision moving forward, Kotz shared that the Metropolitan Council GIS Unit has agreed to a limited custodian role involving updates on a monthly or quarterly basis.

Kotz then commented that the Workgroup is proposing a collaborative venture with Carver County's Information Systems and GIS Departments to undertake a "synchronization of data" study to provide more insight into the level of effort involved. Kotz commented that Carver County has defined an internal need for this study and has agreed to expand the scope to address questions related to the regional solution. He explained that the Workgroup is requesting \$10,000 to fund the expanded scope, noting that the results of the entire study (\$20,000) would likely have value to the regional solution as well. Kotz closed his comments by noting that the Workgroup does not possess the technical expertise needed to carry out this study and that leveraging Carver County's expertise and willingness to collaborate is a cost effective way to obtain the information needed to move the vision forward.

Chairperson Brown asked for clarification of what is meant by "data synchronization". Kotz responded by commenting that the regional dataset will be comprised of data produced by many address authorities. The desired daily assimilation process will require development of an automated process capable of effectively distinguishing between new, modified, and deleted address records in an environment of multiple data formats and platforms. The proposed study would define this process and the related organizational/custodial roles required to support the process. A key deliverable will be an interchange standard to allow the system(s) to identify the true/correct update. Kotz clarified that the results of this study will not replace the need for an application to actually edit the data.

Vander Schaaf asked for clarification of the reason to suggest the name change from Occupiable Units to Address Points. Kotz responded that no changes are suggested to the scope and that the proposed name better communicates the deliverable among individuals who produce the desired data. The Committee concurred that the proposed change is warranted.

Harper asked if a marketing effort has been included as a next step. Kotz stated that the need of outreach to local addressing authorities is understood but that the Workgroup does not intend to put much thought into the specifics until the application and custodial procedures are nearing completion.

Chairperson Brown asked about the long term timeline and deliverables associated with the project, e.g., what's next following the proposed "synchronization of data" study? Kotz responded that given the positive results of the viability assessment completed in this past July, that the Workgroup believes that if the requested study provides the information needed to overcome the technical changes identified thus far, which it believes will be the case, that implementation would begin but that the geographic extent to the data would grow over time from the base of 21 producers expected to participate initially. The Staff Coordinator added that the funding requested is targeted to Research and Development opportunities such as this where additional knowledge is needed to decide and or refine next steps. Committee members concurred that this proposal aptly falls into the Research and Development project category for which the funds are intended.

Harper commented that if the desired Regional Address Points Dataset were available now that the counties and cities in the region that are currently responding to a request from the U.S Census Bureau would be having a much easier time with the request. Pursuing the development of this dataset now, while the need for the data is understood, should provide added incentive and support. And, assuming the project is successful; MetroGIS would also have another accomplishment that demonstrates its value to the stakeholders.

Wakefield asked how the local address authority / producers will be able to obtain and use the data they provide to the regional dataset. Kotz commented that this has been a key topic of discussion throughout the assessment of viability, as the Workgroup clearly understands that facilitating local producer use of the data they provide is needed to provide sufficient incentive to achieve their participation in the first place. He mentioned the ideas for functionality to include in the proposed Web-Editing Application have been requested from the local producers to achieve this need and that these opportunities are expected to expand once the application is operational.

Knippel concurred that the proposed study is consistent with the intent of the funding to seek out information needed to refine policies and proposals, in this case, define custodial responsibilities so that a more definitive proposal can be shared with each of the candidate for the role of regional custodian. He acknowledged that no further tangible progress can be made to achieve the vision of a regional Address Points Dataset and until an organization(s) accept responsibly for the role of regional custodian, which will not happen until they understand the level of effort involved.

Chairperson Brown asked if Workgroup is aware of whether the subject "synchronization of data" procedures might have been developed elsewhere. Kotz responded buy stating that although a formal research has not been conducted none of the Workgroup members is aware of work elsewhere that would be applicable mainly because the proposed solution would be based upon the emerging National Address Standard. The Committee concurred that given the amount of funding involved, research of efforts elsewhere should be investigate and that the investigation should be via three sources – NSGIC (Craig contact), NACO (Claypool contact), and NENA (Chinander contact). Kotz agreed to draft a summary of the proposal and a request for information about any similar project to be circulated by each of the three contacts.

Claypool added that a window of opportunity may also exist to leverage related current initiatives at the federal level.

No modifications were offered by the Committee to the draft technical and organization components for a Regional Address Points Dataset, other than to make the proposal subject to research to insure that the desired deliverable has not been developed elsewhere and is available for less than the proposed \$10,000 for the purposes required to achieve the adopted vision. The Workgroup was

directed to submit the findings of its research to the Staff Coordinator, who was asked to share this information with the Committee via email. Staff and Chairperson Brown were directed to conduct an e-vote regarding the continued support of the current proposal if another viable option is discovered.

The members also did not offer any direction related to attracting one or more organizations to fulfill the regional custodian role other than concurring that the proposed study is needed to define the level of effort involved.

Motion: Henry moved and Wakefield seconded to that the Coordinating Committee:

- 1) Endorse continued effort to implement a regional name “Occupiable Units” database, change the name from “Occupiable Units” to “Address Points”, and further refine custodial roles and responsibilities.
- 2) Endorse the work by Carver, Scott and Hennepin Counties as a means to accomplish development of a first-generation shared Address Points Online Maintenance Tool.
- 3) Recommend that the Policy Board approve funding of \$10,000 from MetroGIS’s Special Projects funds to supplement Carver County in developing a working example of a synchronization mechanism that works with the online maintenance application that is in development, subject to contacting officials affiliated with the NSGIC, NENA, and NaCO to insure that the desired deliverables do not exist and can be obtained for less than \$10,000.

Motion carried, ayes all.

d) 2006 Regional GIS Project Update: Service Broker Project

Christopher Cialek provided an update on progress made with Service Broker Project funded with 2006 Regional GIS Project funds. He commented that the project is moving along even though the progress has been slowed by an effort to align the design with standards that are emerging at the national and international levels. He noted that the proposed catalog of services will be dependant upon these standards. A draft of the catalog is expected to be shared with the workgroup for testing the week of September 17. Project completion is expected to occur in November.

Committee members asked if they review and comment on the draft web-site during its testing. Cialek agreed to send the URL to the Staff Coordinator to share with Committee members. He also cautioned that the catalog tool is only as good as the information searchable within it and stated that a marketing element will be needed as part of the roll out.

e) GIS Demonstration for October 2007 Policy Board Meeting

The Staff Coordinator noted that at the June meeting the Committee recommended two presentations for the July Board meeting and that Chairperson Reinhardt asked for the presentation about the Metropolitan Mosquito Control District’s (MMCD) use of GIS technology to be postponed to the October meeting. Read agreed to make this presentation at the October meeting if the Committee so desired. The MMCD presentation involves a web-based application that runs on the regional parcel dataset.

There was some discussion about counties providing updates on their GIS activities but in the end it was agreed that the MMCD’s application-related presentation would be more well suited for the October meeting as it to precede discussion of the proposed Business Plan in which addressing shared application needs is a proposed top priority action item.

Carlstrom offered to collaborate on a presentation with the State Demographer for the January Policy Board meeting about how school districts are using the Regional Parcel Dataset to support decision making.

Motion:

Henry moved and Craig seconded that the Coordinating Committee recommend dual-topic proposal of the MMCD's Mapping Application and the Metropolitan Council's new "Maps" as a GIS Technology demonstration for the October 2007 Policy Board Meeting. Motion carried, ayes all.

f) Committee Vice-Chairperson Vacancy

The group concurred that that election of new vice-chairperson should be postponed until the December meeting at which the election of officers for 2008 is scheduled to occur.

g) Anomaly Report – Quarterly Performance Measurement Report

The Staff Coordinator commented that the Christopher Kline had prepared this report but was unable to attend this meeting to respond to any questions the members may have. Knippel asked about the ability to determine who is downloading data that are not licensed. The Staff Coordinator commented that the services provided by Quova for 2005 and 2006 are not longer available due to issues with the way IP addresses are processed by the firewall used by the Metropolitan Council for the serve that is used to host DataFinder. Knippel offered to manually key in the IPs with the most activity as an alternative the services provided by Quova. The Staff Coordinator agreed to speak with Kline about the issues with the IPs precluding use of Quova's services.

h) Should a Description of MetroGIS be Added to Wikipedia?

The group concurred that an entry for MetroGIS should be added to Wikipedia and that the language of the entity as proposed in the agenda report should be used for the entry, subject to changing "seven-county, Minneapolis-St. Paul" to "Twin Cities".

In response to a comment from Bitner, all acknowledged that the submitted content may change given the nature of the site but that an important component will be the link to the source (e.g., www.metrogis.org).

i) Debriefing on GIS Involvement in Response to the I-35W Bridge Collapse

Read summarized her suggestion to host a debriefing about how GIS resources were utilized in the response to the I-35W Bridge Collapse. The members concurred this would be a good idea. Chinander suggested that Paul Weinberger with Minneapolis and Dan Ross with MnDOT be invited. Given commented that she and Ross will be giving a presentation at the State GIS/LIS Conference and that she would be willing to follow-up after the conference to participate in the proposed debriefing.

Claypool commented that Ramsey County ran into an issue with access to imagery that he would like to resolve as part of the knowledge sharing that will hopefully occur as part of the proposed debriefing. All concurred that the proposed debriefing could be used as an effective jumping off point for pursuing ways to better connect the GIS community with the Emergency Planning and Response communities.

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

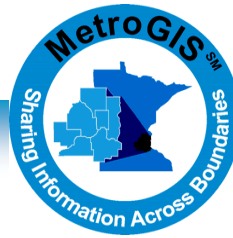
Chinander moved and Craig seconded to adjourn the meeting at 3:30 p.m.

Approved On
December 18, 2007

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator
and

Chris Kline
MetroGIS Administrative Technician



CERTIFICATE OF APPRECIATION

Presented to

David Drealan

Carver County

Thank you for your invaluable contributions to the development and realization of the MetroGIS vision. You distinguished yourself as a willing and active participant of the MetroGIS Coordinating Committee from January 1996 to September 2007.

Your dedication to acceptance of Geographic Information Systems (GIS) technology as a standard business tool of government throughout the seven-county Twin Cities Metropolitan Area has helped to bring together the MetroGIS stakeholder community to improve the way we share and use geospatial information.

On behalf of the MetroGIS community, thank you for your valued contributions and we wish you the best in your next endeavors.

September 2007

Bill Brown, Chair
MetroGIS Coordinating Committee

Victoria Reinhardt, Chair
MetroGIS Policy Board

Randall Johnson, AICP
MetroGIS Staff Coordinator