

**Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg.
December 17, 2009**

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:08 p.m. and asked the others in attendance to introduce themselves.

Members Present: *Academics:* Jeff Matson (U of M); *Cities:* Bob O'Neill for Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* Chad Riley for Peter Henschel (Carver), Jim Bunning (Scott); John Slusarczyk (Anoka), Randy Knippel (Dakota); Mike Fiebiger (Ramsey), and David Brandt (Washington); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.) and Ben Verbick (LOGIS), *State:* David Arbeit (MnGeo), Joella Givens (MN/DOT) and Tim Loesch (DNR); and *Utilities:* Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* Bill Brown (Hennepin), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom; and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator Team

Visitors: Policy Board Chairman Terry Schneider, Mark Kotz, Chair of the Address and Technical Leadership Workgroups, and Francis Harvey, University of Minnesota.

2. ACCEPT AGENDA

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

3. ACCEPT MEETING SUMMARY

Member Read moved and Member Bitner seconded to approve the September 10, 2009 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL POLICY BOARD MEETING

The Staff Coordinator summarized the information presented in the agenda packet. There was no discussion.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Chairperson Wakefield commented that she and Vice Chair Henschel are willing to continue to serve as the Committee's officers in 2010 if the Committee so wishes.

Committee Chairperson: Chairperson Wakefield then asked for nominations for individuals to serve as Chairperson in 2010. Member Brandt nominated Sally Wakefield to serve as Chairperson for 2010. Chairperson Wakefield called for nominations two more times. Member Brandt moved and Member Givens seconded to close the nominations and elect Sally Wakefield as Committee Chairperson for 2010. Motion carried, ayes all.

Committee Vice Chairperson: Chairperson Wakefield then asked for nominations for individuals to serve as Vice Chairperson in 2010. Member Bitner nominated Peter Henschel to serve as Chairperson for 2010. Chairperson Wakefield called for nominations two more times. Member Read moved and

Member Henry seconded to close the nominations and elect Peter Henschel as Committee Vice Chairperson for 2010. Motion carried, ayes all.

b) 2009 Accomplishments

The Staff Coordinator Johnson summarized the information provided in the agenda report. Comments beyond the information presented in the reported were as follows:

- (1) No contractors had responded to the request for quotes published in October. Johnson informed the Committee that work is in progress to apply for a federal CAP grant that, if awarded, would have relevance to the subject Performance Measures project. He suggested, and there was no objection, postponing republishing of the Request for Quotes until the fate of the proposed grant application is known.
- (2) The next-generation contract with NCompass for access to the Regional Street Centerline Dataset is for only one year. As such, Johnson recommended, and there was no objection, to adding as a 2010 work objective achieving a contract for 2011 and beyond as discussed in Agenda Item 5c.
- (3) The Committee asked that the forum hosted by MetroGIS in January 2009 - to identify shared needs related to web services and applications - be added to the list of accomplishments for 2009 listed in the agenda report.

c) 2010 Work Program and Budget - Final

The Staff Coordinator summarized the information provided in the agenda report reiterating the need to add to the 2010 work plan as a high priority a contract to secure Regional Street Centerline Dataset add for 2011 and beyond. There was no objection to doing so.

In response to questions about funding proposed for specific line items, Staff explained that an attempt has been made to allocate funds consistent with direction received from the Board at the October meeting, noting that modifications are possible as better information becomes available, for instance, any chances that might be desirable if grant funds are received as discussed in Item 5b(1), above.

Motion: Member Brandt moved and Member Verbick seconded to approve the work plan and budget as presented in the agenda materials with the addition of an objective to secure a Regional Street Centerline Dataset agreement for 2011 and beyond, with the understanding that staff will provide an update on the budget at the March meeting.

d) GIS Demonstration for January 2010 Policy Board Meeting

The results of the survey of Policy Board and Coordinating Committee members conducted in November at the direction of the Policy Board were summarized by the Staff Coordinator. Due to a low number of responds, the members decided that the survey should be re-administered. Staff was also encouraged to include a question about any previous presentations that should be revisited.

After some discussion, it was agreed that the topic for the January Board meeting should be Shared Web Services, using the newly developed Regional Geocoding Service and related applications developed by Scott County, Metropolitan Mosquito Control District, and DNR to help the Policy Board members understand the benefits that can be realized from use of these tools. The Committee emphasized that the presentation needs to focus on benefits that can be realized from using these tools and NOT the workings of the tools themselves.

Members Read, Loesch and Bunning agreed to collaborate on this presentation for the January Policy Board meeting.

e) Geocoder Enhancement Projects – Final Report

Member Read summarized enhancements recently made to the Regional Geocoder Service with MetroGIS funding as summarized in the final project reports presented in the agenda packet for this item. (See URL for the presentation slides.) In addition to describing the Geocoding Service, Read also commented on the substantial operational efficiencies that her organization, the Metropolitan Mosquito Control District, has experienced from using this service, noting that an 80 percent ROI has been realized. In other discussion that followed this presentation, the following topics were touched on:

- a) A testbed that Matt McGuire of the Council's GIS Unit is investigating to use crowd sourcing to populate a Landmark database,
- b) Member Arbeit mentioned that NSGIC's investigation of issues and opportunities related to crowd-sourcing may be of value to McGuire's investigation,
- c) There was general agreement that issues involving long-term data maintenance need to be resolved,
- d) Member Loesch noted that the Landmarks dataset design has promise to be used to locate rural properties using the E911 address number assigned to each property.
- e) Member Arbeit noted that the Geocoder Service has been moved to the OET service array which is supported 24/7 with backups, providing for service continuity than has not been previously possible.

Motion: Member Arbeit moved and Member Givens seconded to accept the final project reports (Landmark extension and Enhancements to Improve Operation with Local Data), as presented in the agenda packet. Motion carried, ayes all.

f) GIS Web Applications Contest

Member Loesch summarized the information presented in the agenda report and the supplemental recommendation distributed to the Committee prior to the meeting (*Editor's note – the same as the recommendation acted on below*). He also thanked Alison Slaats and Chairperson Wakefield for their considerable work over the past several months to foster support for the proposed contest.

Member Vander Schaaf cautioned that allowing non-geospatial data to be utilized could result in outcome that is inconsistent with the objectives of the contest. This comment lead to an acknowledgment that winning applications must have something to do with geography. Member Loesch noted that he does not anticipate an openness to non-spatial data to present a problem because the only data that will be available on the registry to which contestants will be pointed will only contain spatial data. Contestants will need to find non-spatial data on their own.

Kotz added that the current thinking is that the awards would recognize application, which leverages services available via the portal, again to encourage organizations to publish their data as web services via this portal.

Members Bitner, Loesch, and Givens volunteered to join Chairperson Wakefield to continue to refine the contest charter and seek out a technical project manager. Member Read asked if it possible to pay for the services of a technical project manager. All agreed that a paid position should be investigated as part of the Workgroup's recommendation to Committee at the March 2010 meeting. Chairperson Wakefield commented that a potential conflict of interest needs to be taken into account for individuals who may want to submit a proposal who also possess the skills to serve as the Technical Project Manager.

Motion: Member Bitner moved and Member Bryant seconded to:

- (1) Retask the Web Application Contest Workgroup, created in September 2009, to carry out the following activities and report its findings and recommendations for consideration at the March 2010 Committee meeting:
 - a) Refine the high-level project outcomes defined at the December 1 meeting and create a draft project charter. Also, more clearly define the project leader/manager (2-3, two-hour meeting January and early February)
 - b) Solicit and secure a commitment from a willing and qualified individual to serve as project leader/manager (February to March)
- (2) Set a deadline of the March 2010 Committee meeting to secure a project leader/manager to proceed with the proposal, as defined in the Agenda Report.

Motion carried, ayes all.

The Committee also asked staff to survey all Coordinating Committee and Technical Advisory Team members as to their interest in serving as the technical project manager or to identify others who should be contacted.

Member Loesch commented that although he and his colleagues at DNR do not have the resources to volunteer to serve in a capacity of Technical Project Manager, he is willing to participate on the Contest Workgroup between now and the March Committee meeting to accomplish the tasks outlined in the recommendation.

g) Suggestions for Action by MnGeo Statewide Coordinating Council

The Staff Coordinator summarized the information presented in the agenda report. Member Arbeit, the State GIO, commented that the first meeting of the MnGeo Statewide Coordinating Council is set for 1 p.m. on January 7, 2010. He also mentioned that he encourages recommendation and advice on ideas that this Council should consider and the role it should play, as outlined in the agenda report. Specifically, he mentioned that Item 1- geospatial broker, Item 2 - web services contest (he sees as a marketing tool for the broker), and Item 4 – statewide geocoder serviced as topics that are definitely appropriate for this Council’s consideration. He commented that time will be provided on the January 7 meeting agenda to identify these and other suggested topics for the Council’s consideration.

A comment about the appropriateness of Item 3 – Access to licensed data by first responders - led to a broader conversation about how the workgroups that reported to the now retired Governor’s Council on Geographic Information (GCGI) will communicate with the new MnGeo organization. Arbeit stated that all of the workgroups remain intact and that all continue to work on the projects that were in progress when the change to MnGeo occurred; the only difference being they now report to him as opposed to the GCGI.

h) Glossary of Terms for Policy Board

Due to time constraints there was no discussion of this item. Chairperson Wakefield asked for a volunteer to recommend how to resolve duplicative definitions that are highlighted in the agenda report. Members Givens and Fiebiger volunteered to prepare a recommendation for the March Committee meeting.

i and j) Fill Vacant Academic Representative Committee Seat AND Fill Vacant Non-Profit Representative Committee Seat

These items were heard as a single topic. Both nominees were invited to comment on their interest in serving on the committee - Francis Harvey as the academic community’s representative and Jeff Matson as a representative of the non-profit community. Following their comments both were asked to leave the room while the Committee considered their nominations.

Motion: Member Bitner moved and Member Charboneau seconded to appoint:

- 1) Francis Harvey as the academic community’s representative to replace Will Craig who retired from the committee in September.
- 2) Jeff Matson as the second representative of the non-profit community (in addition to Chairperson Wakefield).

Motioned carried, ayes all.

k) 2010 Meeting Schedule

Givens moved and Harvey seconded to set the following schedule for meetings in 2010: March 18, June 24, September 23, and December 16. Motion carried, ayes all.

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

The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP, MetroGIS Staff Coordinator

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