

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg.**  
**March 18, 2010**

**1. CALL TO ORDER**

Chairperson Wakefield called the meeting to order at 1:03 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:* Peter Henschel (Carver), Jim Bunning (Scott); John Slusarczyk (Anoka), Randy Knippel (Dakota); Mike Fiebiger (Ramsey), and Doug Matzek for David Brandt (Washington); *Federal:* Ron Wencl (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); *Schools:* Dick Carlstrom; *Special Expertise:* Keith Anderson for Ben Verbick (LOGIS), *Utilities:* Allan Radke (Xcel Energy), and *Watershed/Water Management Organizations:* Melissa Baker for Mark Doneux, Capital Region Watershed District.

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); *Special Expertise:* Brad Henry (URS Corp.), and *State:* David Arbeit (MnGeo), Joella Givens (MN/DOT) and Tim Loesch (DNR).

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator Team and Mark Kotz, Chair of the Address and Technical Leadership Workgroups.

Visitors: Scott Levin, NCompass Technologies

**2. ACCEPT AGENDA**

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

**3. ACCEPT MEETING SUMMARY**

Member Radke moved and Member Read seconded to approve the December 17, 2009 meeting summary, with a modification to 5f to "recognize that a reason for less volunteers to serve on the Contest workgroup than hoped for is that several may be thinking about submitting a proposal and do not want to serve on the workgroup to avoid a conflict of interest". Motion carried, ayes all.

**4. SUMMARY OF JANUARY POLICY BOARD MEETING**

The Staff Coordinator summarized the information presented in the agenda packet and added that Commissioner Reinhardt, Chair of the Statewide Geospatial Advisory Council, has requested a letter form Policy Board Chair Schneider summarizing the needs and opportunities that the MetroGIS communities believes best addressed at the state level. There was no discussion of the other Board actions..

**5. ACTION AND DISCUSSION ITEMS**

**a) Regional Address Point Dataset – Phase I Plan and Interim Policy Statement**

At Chairperson Wakefield's invitation Mark Kotz, Chair of the Address and Technical Leadership Workgroups, summarized the progress made to prepare for the Phase I implementation of the proposed Regional Address Points Dataset for which approval from the Committee is sought.

Member Knippel asked for clarification about the access policy concerning derivate data, specifically address points derived from county produced parcel points. Kotz stated that Phase I will involve only data that the producers are willing to freely share. Kotz went on to comment that although the

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preference of the Policy Board is for this dataset be available to anyone who wishes to access it, the Workgroup recognizes that some producers may want to restrict access and, as such, is anticipating the possibility of a version that is available to all and a second version that has restricted access via a password protected process.

Knippel emphasized that he favors broad access and resolving this policy issue, noting that the county representatives are currently targeting the negotiations related to the next-generation regional parcel data sharing agreement and license as the vehicle through which to formalize the new policies. The current agreement is scheduled to expire December 2011. He noted that he and the other county representatives to the Committee prefer a comprehensive approach as opposed to case-by-case reviews for expediency with limited legal support resources.

**Motion:** Member Bitner moved and Member Read seconded that the Coordinating Committee approve the Phase 1 work plan for development of the Regional Address Points Database, as outlined in the report presented to the Committee, dated March 3, 2010. Motion carried ayes all,

Kotz then summarized refinements to the Regional Policy Statement that are recommended by the Address Workgroup, an interim liability disclaimer, and database standards that the Workgroup is recommending as the policy foundations upon which to launch development of the Regional Address Points Dataset. During his comments he mentioned that the MN League of Cities was involved in the drafting of the interim liability disclaimer and that the proposed database standard aligns well with the National Address Standard that is nearing adoption by the FGDC. Kotz noted that Policy Board approval of these policy foundations will not be sought until the workgroup has tested them in the operational environment associated with Phase I. Once comfortable that the policies are satisfactory, formal Board approval will be sought.

Chairperson Wakefield asked if the members have any questions or comments about the Address Workgroup's proposed implementation plan for the Regional Address Points Dataset. **No comments or questions were offered.** Nancy Read thanked the county representatives for their long standing involvement in the process to get to this point.

**b) Geo Applications Contest**

The Staff Coordinator Johnson summarized the information provided in the agenda report and the recommendation to set a series of milestones that must be satisfied to move forward with the project. Johnson suggested that to avoid a conflict of interest, the Committee could discuss the contest in general but should ask Chairperson Wakefield, a candidate for the Technical Project Manager, to leave the room if the conversation drifted toward topics to which all candidates should be informed. A lengthy discussion ensued concerning the recommendation that commitments for the entire estimated budget of \$65,000.

Mark Kotz, representing the workgroup that developed the project charter, commented that the workgroup believes that the contest is needed to provide an incentive to data producers to stand up their services. He also mentioned that the workgroup had conducted an evaluation and were convinced that the proposed contest could be successfully hosted.

Most Committee members concurred that the presence of a Technical Project Manager would expedite the standing up of web services but there was not unanimous agreement that if a deliverable, short of hosting the contest, is agreed to, that the revised project would be worth investment of MetroGIS's funds. Others believe that a chicken and an egg situation exists in that a full scoping of the project and possible implementation options that would affect the cost (e.g., the current proposal to retain a contest manager may not be needed) is too large of a task for a volunteer. The role of the proposed Technical Project Manager in the standing up of services was also questioned; some believing the role would be high level oversight and other commenting that the role would be more hands on.

Chairperson Wakefield was asked to leave the room.

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Kotz commented that MetroGIS/Council staff have carried the majority of the support load to date and that other organizations will need to commit supplemental funding if the contest is to be successfully hosted. He also stated that he strongly supports setting a deadline for others to commit. He concluded by stating that if partners do not commit the needed additional funds that MetroGIS should investigate, soon, what we can do with the funds that are available, whether contest related or not. The Staff Coordinator commented that a decision to use the funds in another way should be made before the June meeting to have any chance of capturing them.

The group concluded that the four Statements of Interest should be reviewed for ideas that might affect the scope and that interest from state agencies should be confirmed before deciding next steps. The group deferred a decision on the option of a project that results in deliverables short of hosting a contest (standing up more services, advertisement of these services so they are used more, building of relationships and education of the value of services, etc.) until the supplemental funding question is resolved. .

Chairperson Wakefield was invited to return to the room.

**Motion:** Member Bitner moved and Member Read seconded to:

- 1) Accept Member Bitner and Member Gelbmanns' offer to head up a team to review the four statements of interest that were submitted regarding serving as the Technical Project Manager.
- 2) Accept Mark Kotz's offer to speak with state agencies about their willingness to partner with MetroGIS and contribute funding to this project.
- 3) Direct the Staff Coordinator to communicate the results of actions 1 and 2 with the Committee as soon as possible along with recommendations for next steps.

Motion carried ayes all.

**c) Glossary of GIS and Geospatial Terms**

Member Fiebiger noted that he and Member Givens, together with his GIS support staff, had collaborated to develop the version of a glossary and presented the agenda materials from the preliminary definitions provided by staff in the agenda materials for the December Committee meeting. Alternate Member O'Neil commented that if vendor products, such as ArcGIS, are included that competitor products should also be included. The group talked briefly about the pros and cons of an incomplete list of products and ultimately decided to add a preamble to the glossary stating the intent is for a living document and that users are encouraged to add terms they believe are missing.

**Motion:** Member Bitner moved and Member Charboneau seconded to forward the following recommendations to the Policy Board concerning its request for a glossary of geospatial terms:

- 1) Accept the glossary terms presented in the agenda materials as a starting place.
- 2) Consider posting this glossary in the form of a geo wiki to permit users to add to and modify it as they believe appropriate.
- 3) Direct staff to add a preamble to convey this document is intended to be a living work

Motion carried ayes all.

**d) Preliminary 2011 Program Objectives and Partnering Opportunities**

Staff Coordinator Johnson stated that the reason for this report is to stimulate a conversation among committee members about the practicality of projects that are known to be required resources in addition to that which can be provided by MetroGIS and which are candidates for the 2011 work program. Johnson expressed concern for being able to capture these resources given the lengthy discussion during consideration of Item 5b, involving the same subject. No comments were offered other than to confirm that the Committee will be asked to comment on the preliminary budget at the June meeting.

e) **GIS Technology Demonstrations**

Staff Coordinator Johnson summarized the information presented in the agenda report and the report supplement that was emailed earlier in the week to share the results of a polling survey that was in progress when the main agenda report was published.

Member Gelbmann accepted agreed to work with Council and county staff to develop a presentation for the top-ranked topic: *Coordinated Data Management via Internet - Council and Counties* for the April Board meeting. As a backup, Member Knippel also agreed to be prepared to talk about the second highest ranked topic: *Emergency response maps consistent across jurisdictions, based on U.S. National Grid.*

**Motion:** Bitner moved and Member Bunning seconded to proceed with the plan outlined above. Motion carries, ayes all. .

k) **2010 Meeting Schedule Revisions**

It was agreed to change the June meeting date from the 24<sup>th</sup> to Thursday the 17<sup>th</sup> and the September meeting date from the 23<sup>rd</sup> to Thursday the 16<sup>th</sup>.

6. **NEXT MEETING**

The next meeting of the Coordinating Committee is scheduled for Thursday, June 17. .

**Project Updates and Information Sharing:**

*Chairperson Wakefield commented that the Project Update and Information Sharing Reports are no longer included in the agenda materials but are now posted as separate downloadable documents on the committee's meeting webpage. This change was requested by the Policy Board beginning with its January 2010 meeting. This change was made to reduce paper waste. She encouraged the members to review these materials on their own and asked if anyone had any question about the information provided in these reports. None were offered. .*

Chairperson Wakefield invited the Staff Coordinator to comment on the 2010 NSDI CAP grant in the amount of \$50,000 has been awarded to a proposal submitted by MetroGIS, Hennepin County, and 1000 Friends, entitled "Measuring Public Value of Geospatial Commons: A MetroGIS Case Study". Staff Coordinator Johnson noted that the responsible government entity is the Metropolitan Council, which will role serve as the custodian for the grant funds, and that the project team, comprised of MetroGIS participants and advisors from across the country and overseas, will direct the project. Member Harvey, who will serve as the research coordinator, commented on his expectations. He emphasized the goal to develop a methodology by which policy makers can objectively evaluate the value of data sharing as they consider implications of data access policy. Member Harvey, who will serve as the research director shared some comments on his expectations. Johnson encouraged invited members of the committee to contact him if they are interested in joining the advisory committee and encouraged the members to review the [grant application](#) if they had not already done so, noting that it is only 5 pages long.

7. **ADJOURN**

The meeting adjourned at 3:28 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator