



Wednesday, September 29, 2004

Minnesota Counties Insurance Trust (MCIT) Building

100 Empire Dr., St. Paul, MN

(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)

1:00 to 3:00+ PM

See directory in lobby for meeting room location.

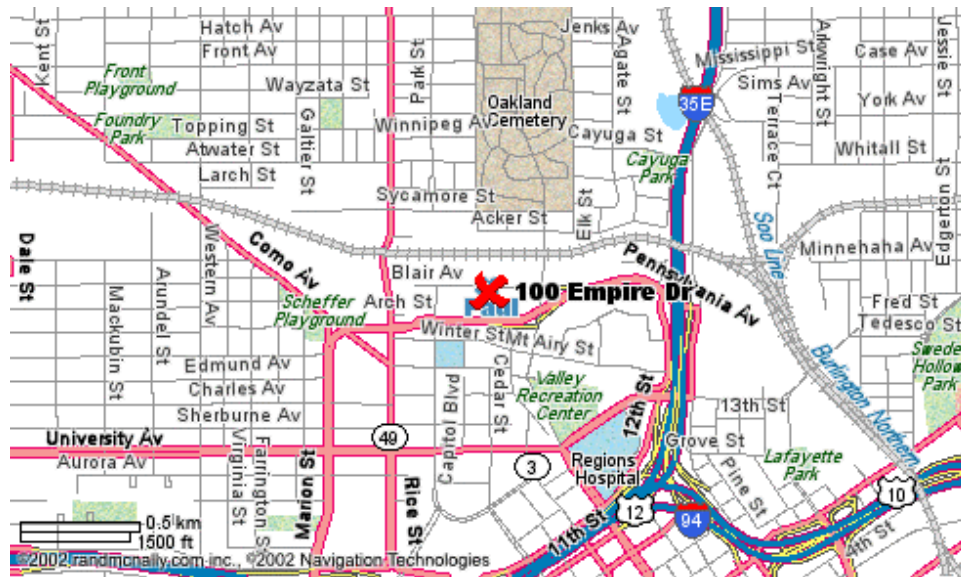
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g) Federal Geodata Initiatives Update	
h) County-based GIS User Group Activity Update	
8. Next Meeting	
December 15, 2004 (<i>Election of officers; Chairperson Harper will be stepping down.</i>)	
9. Adjourn	

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.

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See www.mcit.org for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 209
June 22, 2004

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:00 p.m., and asked all present to state their name and the organization they represent.

Members Present: *Counties:* Bill Brown and Scott Simmer (Hennepin), Dave Drealan (Carver), Jane Harper (Washington), Jim Hentges (Scott), and Randy Knippel (Dakota); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Mark Vander Schaaf for Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Nancy Pollock, Metropolitan 911 Board; *Non-Profits:* Sandra Paddock (formerly with Wilder Research Center); *Special Expertise:* Brad Henry (URS Corp.); *State:* David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR); *Utilities:* Al Laumeyer (CenterPoint Energy Minnegasco); *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); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington), and Karen Johnson (AMM: core cities - City of St. Paul); *Counties:* [vacant] (Anoka), David Claypool (Ramsey); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Larry Charboneau (The Lawrence Group); and *Schools:* Lee Whitcraft (TIES).

Support Staff: Mark Kotz, Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

2. ACCEPT AGENDA

The agenda was accepted as submitted, with the exception that Item 5c was dropped at the request of Dave Drealan, Chair of the County Data Producers Workgroup.

3. ACCEPT MEETING SUMMARY

Arbeit moved and Hentges seconded to approve the summary for the Committee's March 31st meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL 28 POLICY BOARD MEETING

Staff Coordinator Johnson and Chairperson Harper summarized the major topics considered by the Policy Board at its April 28th meeting.

5. ACTION AND DISCUSSION ITEMS

a) Operating Guidelines – Fourth Reading

Chairperson Harper summarized the changes presented in Section 10 of Articles II and III which propose a procedure for communicating with Policy Board and Coordinating Committee members who have not attended for a specified period of time. She noted that the currently proposed language is a compromise between language suggested by the Committee at the last meeting and concerns raised by Chairperson Reinhardt that the previously suggested language was too harsh.

Motion: Read moved and Henry seconded that the Coordinating Committee approve proposed modifications to MetroGIS's Operating Guidelines, as illustrated in the document dated May 5, 2004, and recommend Policy Board approval. Motion carried, ayes all.

b) Enhancements to Regional Parcel Dataset – Policy Statement

Mark Kotz summarized the process that resulted in the proposed changes. He emphasized that the proposed changes presented in the proposed Regional Policy Statements are the same as considered by the Committee at its March 31st meeting and which the Committee directed staff to put into regional policy statement format for formal approval at this meeting. Arbeit suggested that the report to the Policy Board should make it clear that the counties will each need to modify their current attribute extract routines to implement the proposed enhancements, but that the one-time programming resources proposed in the next generation data sharing agreements are acceptable to each county and not onerous by their own admission.

Motion: Henry moved and Knippel seconded that the Coordinating Committee approve the enhancements to the MetroGIS-endorsed Regional Parcel Dataset, as identified in the modified Regional Policy Summary Statement dated May 5, 2004, and recommend that the Policy Board authorize implementation of these modified polices, effective January 1, 2005. Motion carried, ayes all.

c) Regional Parcel Data Policy – Historical Versions & Public Domain Access

Item removed when the agenda was approved.

d) Regional Parcel Data Policy – Unlicensed View Only Access

Knippel summarized the proposal as outlined in the staff report. He commented that the Emergency Preparedness (EP) Workgroup is working with the seven metro area counties to resolve any and all concerns related to maintaining security for parcel data if this proposal is pursued to waive licensure for access via only the proposed application. Knippel also commented that the primary purposes for the application are to educate emergency managers about GIS data that are available to them, engage the emergency managers to point out problems with the current data and provide guidance for their refinement, and raise the awareness of emergency managers about GIS technology and how they can benefit from its use. He emphasized there is little in the way of GIS functionality in the current version of the application and it is not intended to be used in emergency situations.

Knippel closed with a comment that several of the counties are already offering view-only, unlicensed access to parcel data via their own Internet-based property information query applications. He and the other members of the County Data Producers Workgroup believe this proposal is simply an extension of what is already a recognized policy by some of the counties.

Motion: Givens moved and Knippel seconded that the Coordinating Committee:

- 1) Defer to the seven counties to decide if a policy of supporting view-only access to parcel data via an ArcIMS server based EP application provides sufficient protection for their data. If the counties are willing to acknowledge their approval via the example letter / resolution, dated May 18, 2004 (attached to the staff report in the agenda packet), the Committee recommends that the Policy Board endorse and promote this activity as a matter of regional policy.
- 2) Recommend that the Policy Board request the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in the form of the above referenced letter / resolution.

Motion carried, ayes all.

e) Socioeconomic Information Needs – Web Resources Page Custodian

The Staff Coordinator summarized the proposal, noting that a specific U of M department had not yet been settled upon to perform the proposed custodian functions. It was agreed that as long as there are no changes to the cited roles and responsibilities listed in the report, there is no need for the Committee to delay action on the proposed statement until the actual U of M department is settled upon. The members also concurred that it is a good thing that MetroGIS's custodian base for regional data solutions will

broaden to include a non-government entity, with the U of M posed to join the ranks of the Metropolitan Council, DNR, and the seven counties.

Motion: Read moved and Givens seconded that the Coordinating Committee approve the Regional Policy Statement, dated June 11, 2004, which sets forth the custodial roles and responsibilities necessary to support the Internet-based Socioeconomic Resources Page, and recommend its approval by the Policy Board once the U of M selects a specific department to act as the custodian. Motion carried, ayes all.

Note: The Staff Coordinator agreed to speak to Will Craig about the need for the U of M to settle upon a specific department and annual timing for updates to the website before the Committee's recommendation will be submitted to the Policy Board for its consideration.

f) Performance Measures – Data Anomaly Discussion

Kathie Doty, member of the MetroGIS Staff Support Team, pointed out a spike in data downloading activity that occurred in April. Arbeit commented that MetroGIS's status as a node of The National Map may explain the additional activity. Kotz agreed to speak with Alison Slaats, DataFinder Manager, to investigate this possibility. (*Editor's note: After the meeting, staff confirmed that the current DataFinder Café use statistics do not include viewing of Web Map Services, and therefore the impact of the TNM is currently not being tracked.*) Givens mentioned that the spike could also be due to organizations gearing up for summer field projects. The group concurred that this is a strong possibility. Maki also mentioned that students approaching end of semester project deadlines could also have an impact of the level of use.

g) Fall Workshop – Refine Preliminary Agenda & Pre-Retreat Issue Discussion

Kathie Doty, member of the MetroGIS Staff Support Team, summarized a preliminary workshop preparation strategy that the workgroup had developed. The option of surveying the broad MetroGIS constituency prior to the fall workshop and using the results to guide workshop discussion generated considerable Committee discussion about past practices and objectives for the proposed workshop. In the end, it was agreed that a survey should be administered following the Committee's SWOT (Strengths, Weaknesses, Opportunities and Threats) exercise that is currently proposed for the September Committee meeting. The results of the SWOT exercise would then be used to craft questions for the survey of the broader community.

Maki commented that a lot has changed in the world of technology since MetroGIS launched nearly 9 years ago. This changing technology world needs to be integrated into the vision. Vander Schaaf concurred, noting that solutions to common application needs will likely play a heavier role than in the past.

Read commented that the theme for the workshop "Are We Done?" makes her nervous. She used the metaphor that MetroGIS has nearly completed laying of the train tracks but now we have a railroad to run. On the other hand, Brown stated that he liked the theme. In the end, it was agreed that the theme is provocative, which was the intent, and serves the purpose of needing to balance perceived needs of the producer and user communities as well as provide perceived real value to each stakeholder. Harper commented that if at the workshop the conclusion is that more needs to be done, those needs must be acknowledged by those with the required resources.

It was agreed that the proposed SWOT exercise would be an excellent opportunity to regroup ourselves in current needs and expectations that must be clearly understood before deciding if there will be a next level or phase, whatever that may be. It was also agreed that 2-3 hours should allotted for the SWOT exercise.

h) GIS Demonstration for July Policy Board meeting

Henry moved and Givens seconded that the Coordinating Committee invite Dennis Welsch to share with the Policy Board on July 28th how the City of the Roseville has improved its responsiveness to community needs via use of the GIS and robust socioeconomic data. Motion carried, ayes all.

6. PROJECT UPDATES

- a) The Staff Coordinator commented that negotiations are in progress with the Dakota and Hennepin County attorneys in hopes of reaching agreement from a legal perspective on the Next Generation Data Sharing Agreement and Parcel Data License. He mentioned that the goal is to distribute the proposed agreement to the other counties by the end of July.
- b) The Staff Coordinator commented on the strategic alliance that is continuing to mature between the Metro 911 Board and MetroGIS via the work the MetroGIS Address Workgroup. Knippel and Pollock affirmed the need to maintain regular communication between the Metro 911 Board and the Emergency Preparedness Workgroup.
- c) Knippel summarized the efforts of the Emergency Preparedness Workgroup to engage the emergency preparedness community in an effort to refine data relevant to their needs and inform them of GIS resources available to them. He also commented on the workgroup's efforts to publish articles in various publications to increase awareness of GIS resources available to emergency managers and encouraged Committee members to pass along articles that would be of interest to the emergency management community.
- d) Arbeit updated the group on the current effort to enhance GeoIntegrator and integrate it and DataFinder Café now that the Legislature has unfrozen grant funds that were dedicated to the project last year.
- e) Drealan summarized the work of the County Data Producers Workgroup including the regional mailing label application, which is on hold for the next generation data sharing agreement, and the potential for sharing parcel data with utilities. Laumeier affirmed his company (CenterPoint Energy) is interested but that he has not had an opportunity to thoroughly evaluate the potential of the proposal. The Staff Coordinator also mentioned that he had heard from the Dakota County Electric Coop and they too are interested in further talks.

7. INFORMATION SHARING

Chairperson Harper encouraged the members to review the information provided in the agenda packet.

8. NEXT SCHEDULED MEETING

September 29th at 1:00 p.m.

9. ADJOURN

Givens moved and Henry seconded to adjourn at 2:55 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff



TO: Coordinating Committee

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

SUBJECT: Summary of July 2004 Policy Board Meeting

DATE: September 3, 2004
(For the Sept 29th Meeting)

The following major topics were considered/acted on by the Policy Board on July 28th. Refer to the meeting minutes (<http://www.metrogis.org/teams/pb/meetings/072804/min.pdf>) for the discussion points.

GIS Technology Demonstration

Dennis Welsch, Community Development Director for the City of Roseville, shared with the Board how the City of Roseville is using GIS technology and **address/household-based socioeconomic data** to support policy making and operations for a wide variety of city services. Roseville has invested in developing and maintaining socioeconomic data at a higher level of accuracy than available with U.S. Census data. The result is they are able to more accurately project population, housing, and labor force trends that are extremely important to managing school district, as well as, city operations. Welsch encouraged MetroGIS to continue its efforts to work on a regional solution(s) to priority Socioeconomic Information Needs and consider demographic database management on a regional scale. (A PDF version of Mr. Welsch's PowerPoint presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/072804/demo.pdf>.)

Regional Parcel Dataset: Attribute Enhancement and Expansion

The Policy Board unanimously approved enhancements to the Regional Parcel Dataset, as recommended by the Coordinating Committee, and authorized implementation of the modified policies, effective with the January 2005 update of the dataset (*assuming the next generation data sharing agreement is in place*). The modified regional policy statement can be viewed at http://www.metrogis.org/data/datasets/parcels/policy_sumv2.0.pdf

Regional Parcel Dataset: View-Only Access Policy For Emergency Preparedness Application

The Board unanimously decided:

- 1) That a policy of view-only access to parcel data via the prototype MetroGIS Emergency Preparedness Resources Application has merit for further consideration and refinement as a regional best practice.
- 2) To defer to the seven counties to decide if this policy is appropriate and if the current application provides sufficient protection for their data.
- 3) If the counties acknowledge their approval of this policy, the Policy Board hereby requested the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in this regard.
- 4) If the Policy Board elects not to authorize the MetroGIS Emergency Preparedness Resources application to move from prototype to operational status by **July 28, 2005**, this endorsement of view-only access of parcel data via Emergency Preparedness Resources Application shall become null and void, unless renewed by all affected parties.

Although the Board members expressed support in general for the application, they cautioned that if it lacks functionality, it may be counterproductive.

MetroGIS Operating Guidelines Modifications

The Policy Board unanimously approved the modifications to MetroGIS's Operating Guidelines, as recommended by the Coordinating Committee at its June 22nd meeting. The modified guidelines can be viewed at http://www.metrogis.org/about/history/ops_guidelines.pdf.



TO: Coordinating Committee

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

SUBJECT: Next-Generation Data Sharing Agreement

DATE: September 17, 2004
(For the Sept 29th Meeting)

INTRODUCTION

On September 15th, Policy Board Chairperson Reinhardt sent a proposed Data Sharing Agreement to each of the seven counties and asked staff to forward it the Metropolitan Council for their respective approvals.

This report provides:

- 1) An overview of the provisions of the pending Next-Generation Data Sharing agreement which provides the framework for managing and distributing the Regional Parcel Dataset via DataFinder.
- 2) Committee members, who represent public sector and academic interests, with an opportunity to examine the proposed license agreement that must be executed to access the Regional Parcel Dataset. This license is component of the agreement.

Once the new agreement and component licenses go into effect, each of the 49 formerly licensed public sector and academic users of the Regional Parcel Dataset will need to execute a new license. A proposed licensure application process that uses web-based technology has been prototyped and hopefully will be operational for these relicensures. The process involves several electronic “I agree” statements to expedite application for a license. Comment from county legal staff will be sought once the agreement is on track for approval. The goal is to have both the agreement executed and the online process fully operational by the end of the year.

AGREEMENT PROVISIONS

Financial Aspects: The financial terms associated with this agreement were accepted by the Policy Board at its January meeting. No objections were raised from any of the counties, which would each receive \$7,000 in 2004 and \$4,000 per year thereafter. The funding in 2004 is primarily to assist the counties with enhancements to the Regional Parcel Dataset endorsed by the Policy Board at its July 28 meeting. At that time, implementation of the enhancements was proposed for the January version of the Regional Parcel Dataset, assuming the Next Generation Data Sharing Agreement was in place by that time.

Data Licensure, Use, and Distribution Requirements: With the assistance of the County Data Producers Workgroup, the initial draft agreement was prepared over a period of about 6 months, beginning in Spring 2003. The initial draft was forwarded to each county in November 2003 for comment, following acceptance of the financial aspects by Chairperson Reinhardt. This past January, talks were initiated to resolve several licensing-related issues identified by the Hennepin and Dakota County attorneys. A major change from the previous agreement resulted whereby the Metropolitan Council has agreed to take on the role of Licensor of the Regional Parcel Dataset in addition to continuing its previously acceptable role of distributor of the Regional Parcel Dataset via DataFinder. This change required major modification of the draft agreement and licenses through negotiations that extended into this month. By early August, agreement had been reached on all but two licensing-related issues: use of the term “value”, as opposed to “cost”, when referencing potential for recovery of public investment (Section 3.02) and identification of “injunctive relief” as a remedy for breach of licensing conditions (Section 3.05).

On September 15th, the Dakota County Attorney offered language to address these concerns. Policy Board Chairperson Reinhardt was satisfied that this newly suggested language sufficiently addressed the

concerns and forwarded the proposed agreement to each of the commissioners who represent the counties on the Policy Board. She also requested that their respective county boards approve the agreement as soon as possible.

Staff believes that comments received from stakeholder organizations (e.g., MnDOT) during the first round of licensing review have also been satisfactorily addressed.

CONSEQUENCES AND COSTS OF EXTENDED AGREEMENT NEGOTIATIONS

No Distribution of Regional Parcel Dataset: Unfortunately, even though negotiations had been initiated in mid-Spring 2003, agreement could not be reached prior to the December 31, 2003 expiration of the prior agreement. The result is that access to the Regional Parcel Dataset via DataFinder could not be provided. The prior agreement had been in effect from 2000 through 2003. 49 organizations were licensed under the prior agreement to access the regional parcel dataset. Prior to the stoppage in access via DataFinder, those 49 organizations had been downloading parcel data at a combined average of 37 times per month. This reduction in download activity can be clearly noticed in MetroGIS's Performance Measurement statistics. As a consequence, for the past 8+ months, data users have had to go directly to the county(ies) for the data, increasing support time and effort for both the producers and users. MetroGIS staff have received regular inquiries from several organizations about when they will again be able to access the data via DataFinder.

Depletion of Funding Budgeted for 2004: Agreement Negotiations and Strategic Planning Workshop:

Nearly \$20,000 in MetroGIS funding resources have been invested in the subject Next Generation Data Sharing Agreement negotiations, in addition to a significant time investment by attorneys from Dakota and Hennepin Counties, the Council; members of the County Data Producers Workgroup; and the MetroGIS Staff Coordinator. As of mid-July, MetroGIS's entire \$15,000 professional services contract budget for assistance from Richardson, Richter & Associates, Inc. (RRA) in 2004 had been depleted. Secondly, work was stopped on preparations for the Coordinating Committee's proposed fall 2004 workshop until there is assurance the agreements are well in hand. If resolution of the agreement issues were not to occur, the workshop would need to take on a completely different focus.

To ensure sufficient resources are available to foster closure on any remaining issues associated with this important agreement and to minimize any further loss of momentum concerning the planned workshop, up to \$9,000 in funding, which had been planned for the last three years of the five-year contract with RRA, has been authorized to be used in 2004. The Council has been willing to support these negotiations, and the significant investment of other related resources over the past 8 years, because the Regional Parcel Dataset is a core component of MetroGIS's efforts. The benefits of a single license document, application procedures, and point of access are substantial based upon testimonials from the stakeholder community and also a major indicator of whether regional collaboration to address common geospatial data needs can be sustained long-term. Access to county-produced parcel data is also valuable to the Council's ability to cost-effectively carry out its mandated functions. Also, MetroGIS's efforts to implement cross-county normalization of parcel data reduces time that would otherwise be required of Council staff prior to the using the data.

Assuming the agreement and associated online licensure application can be implemented with minimal additional assistance from RRA, work is expected to resume on the workshop preparations by mid-fall.

RECOMMENDATION

No action is requested by the Coordinating Committee *but* individual Committee members representing public sector and academic interests are encouraged to have your legal staff review the attached license for any provision that would preclude your organization from executing it, and share any such concerns at the Committee meeting.

Public Party Regional Parcel Dataset License
(Appendix B to Data Sharing Agreement)

<p>CHECK APPLICABLE LICENSED USER:</p> <p>_____ PUBLIC PARTY’S Name: _____</p> <p>_____ THIRD PARTY USER’S NAME: _____</p> <p>Department and Mailing Address: _____</p> <p>_____</p>	<p>License No: _____</p> <p>License No: _____</p>
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THIS LICENSE governs access to and use of the Regional Parcel Dataset or subset thereof as distributed by the Metropolitan Council (“Council”), as Licensor, on behalf of Anoka, Carver, Dakota, Ramsey, Hennepin, Scott and Washington counties (collectively referred to as “Counties”). This License is made by and between the Council, as Licensor, and the Public Party or Third Party User identified above, the Licensed User.

WHEREAS, the Counties have independently developed with a significant expenditure of public funds their own county-based Parcel Data; and

WHEREAS, certain of the Counties’ Parcel Data available in the Regional Parcel Dataset have commercial value and have been maintained by the Counties as trade secrets and/or non-public information as provided by applicable State and Federal law; and

WHEREAS, the Counties have made the Parcel Data available subject to licensing and copyright restrictions and have authorized the Council to distribute the Regional Parcel Dataset to Licensed Users, subject to the terms and conditions contained in this License; and

NOW THEREFORE, in consideration of the Counties’ agreement to waive their cost-recovery fees for Public Parties and the Council’s agreement to distribute the Regional Parcel Dataset, the Licensed User agrees to use the Regional Parcel Dataset subject to the following terms and conditions:

I. DEFINITIONS

1.01 “*Academic Interest*” means a college or university or any other accredited institution of higher education in the United States.

1.02 “*Counties*” means Anoka, Carver, Dakota, Ramsey, Hennepin, Scott and Washington Counties.

- 1.03 **“DataFinder”** means an Internet-based application (www.datafinder.org), supported by the Council on behalf of the MetroGIS community.
- 1.04 **“Endorsed Regional Dataset”** means a geospatial dataset that provides a standardized solution to a common geospatial information need(s) of the MetroGIS community, which has been endorsed by MetroGIS.
- 1.05 **“Geospatial Data”** means electronic data used in a GIS which exist in one of three forms: (1) graphic data (e.g., parcel boundaries, street centerlines and planimetric data captured from aerial imagery such as building footprints, curb lines and contour elevations); (2) non-graphic or attribute data (e.g., tabular records that can be associated with graphic data); or (3) digital imagery or raster data.
- 1.06 **“Governmental Interest”** means all local, regional, state and federal governmental jurisdictions including their respective political subdivisions in the United States.
- 1.07 **“Parcel Data”** means a form of Geospatial Data created and maintained by the Counties comprised of parcel boundary and associated parcel attribute data that are components of the Regional Parcel Dataset.
- 1.08 **“License”** means this Public Party Regional Parcel Dataset License.
- 1.09 **“Licensed User”** means a Public Party or Third Party User that has properly executed the License.
- 1.10 **“Licensor”** means the Metropolitan Council.
- 1.11 **“MetroGIS”** means a regional geographic information systems initiative serving the seven-county Minneapolis-St. Paul (Minnesota) metropolitan area. It provides a regional forum to promote and facilitate widespread sharing of geospatial data. MetroGIS is a voluntary collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations, and businesses
- 1.12 **“Public Party”** means a Governmental Interest or Academic Interest.
- 1.13 **“Regional Parcel Dataset”** means an Endorsed Regional Dataset or subset thereof comprised of Parcel Data provided by the Counties and distributed to Licensed Users by the Council. Policies governing the Regional Parcel Dataset are published at <http://www.metrogis.org/data/datasets/parcels/index.shtml#standards>.
- 1.14 **“Third Party User”** is a separately licensed third party authorized on behalf of the Public Party to have access to the Regional Parcel Dataset for the Public Party’s internal business or organizational purposes.

II. LICENSED DATA DISTRIBUTION

2.01. *Authorized Distribution.* The Council is authorized as Licensor on behalf of the Counties to distribute the Regional Parcel Dataset to each Licensed User. Following receipt of Parcel Data updates from the Counties, the Council periodically may make an updated Regional Parcel Dataset available to each Licensed User.

III. USE OF LICENSED DATA

3.01 *Authorized Uses.* Licensed User is granted a limited, nonexclusive right to have and use the Regional Parcel Dataset provided Licensed User and is complying with all of the terms and conditions of this License. Licensed User may use the Regional Parcel Dataset in the form provided by the Council for Public Party's own internal business or organizational purposes and for no other purpose. Under no circumstances may the Licensed User disclose or disseminate the Regional Parcel Dataset or subset thereof to any other entity or individual. Licensed User may modify the Regional Parcel Dataset or merge the Regional Parcel Dataset into other databases for Public Party's own use. Licensed User may have and use the Regional Parcel Dataset on a corporate-wide basis and may use the Regional Parcel Dataset on an unlimited number of Licensed User sites, provided the central processing units on which the Regional Parcel Dataset is maintained supports only equipment operated by the Licensed User and the Regional Parcel Dataset is used only for the conduct of the Public Party's internal business. A Third Party User is granted a limited, nonexclusive right to have and use the Regional Parcel Dataset solely to assist the Public Party with the Public Party's business needs and for no other purpose.

3.02 *Unauthorized Uses.* The Licensed User shall not use the Regional Parcel Dataset on behalf of, and shall not copy or disclose it to, any other individual, organization, corporation, government entity or any other party. The Licensed User acknowledges and understands that the Regional Parcel Dataset and the data provided by the Counties constitutes trade secret or confidential information and that the Counties have all rights and remedies available under applicable state and federal law. If a potential user obtains a copy of the Regional Parcel Dataset from a Licensed User or from any source other than the Counties or the Council. In the event that the Licensed User provides unauthorized access of the Regional Parcel Dataset to a third party, the Licensed User's License shall terminate. Any future access by such Licensed User to the Regional Parcel Dataset shall not include a fee waiver or DataFinder access. In addition to termination of the License, a Public Party shall be responsible for its own errors, acts or omissions to the extent permitted by law. With the exception of the State of Minnesota, which is governed by Minnesota Statutes Section 3.736, all other Public Parties' liability shall be governed by Minnesota Statutes, Chapter 466 or by other applicable state or federal law, rule or regulation. In addition to termination, a Third Party User shall be responsible for any costs incurred by the Counties in enforcing their rights to recovery of the data, the value of the data, and user fees, including but not limited to reasonable attorney fees and for any costs incurred by the Council or Counties in enforcing the License for unauthorized access to the Regional Parcel Dataset by or through a Third Party User.

- 3.03 *Regional Parcel Dataset Security.*** The Licensed User agrees to implement appropriate security procedures to prevent unauthorized disclosure of the Regional Parcel Dataset including, but not limited to, providing physical security for copies of the Regional Parcel Dataset and all steps it takes to protect information or data of its own that it regards as proprietary, confidential or nonpublic. All employees of the Licensed User having access to the Regional Parcel Dataset shall be informed of the requirements contained in Sections 3.01 through 3.06 of this License. The Regional Parcel Dataset shall be kept in a secure location and maintained in a manner so as to reasonably preclude unauthorized persons from having access to it. The Licensed User agrees to promptly notify the Council pursuant to Section 6.04 of this License if the Licensed User becomes aware of any unauthorized duplication, sale or other disclosure.
- 3.04 *Reservation of Rights.*** The Counties shall retain all rights, title and interest in their respective Parcel Data incorporated into the Regional Parcel Dataset, including the right to license to other users their own individual parcel datasets.
- 3.05 *Unauthorized Disclosure.*** It is agreed that unauthorized disclosure or use of the Regional Parcel Dataset or any part thereof could cause irreparable harm and significant injury to the Council or the Counties, which may be difficult to measure with certainty or to compensate through damages. Accordingly, it is agreed that the Council and the Counties may seek, against the breach or threatened breach of the undertakings in this License, in addition to any other equitable or legal remedies, which may be available consistent with Section 3.02 above.

IV. LICENSE TERM, MODIFICATION AND TERMINATION

- 4.01 *Term.*** The term of this License shall commence upon execution of this License by the Public Party and, if applicable, the Public Party's Third Party User and shall remain in effect for the Public Party/Third Party User until December 31, 2008, unless sooner terminated pursuant to the provisions of this License.
- 4.02 *Modification of License Terms.*** This License may be updated periodically as needed at the sole discretion of Licensor. Notice will be sent of the same to the Licensed User and the Licensed User shall be deemed to have accepted the terms of the modified license if they continue to use the Regional Parcel Dataset after the date such notice is received.
- 4.03 *Termination.*** The Council retains the right to terminate this License and discontinue provision of Regional Parcel Data under this License at its sole discretion and at any time. This License shall terminate if the Licensed User fails to comply with the terms and conditions of this License. Once a Licensed User no longer has the right to use the Regional Parcel Dataset, all of the Regional Parcel Dataset must be deleted from the Licensed User's computers and destroyed. The Third Party User's right to use the Regional Parcel Dataset, unless earlier

terminated by the provisions of this License, shall terminate at such time the work the Third Party User is performing for the Public Party related to the use of the Regional Parcel Dataset is complete, or at such time as the authorizing Public Party's License terminates. The Public Party shall notify the Council in writing of the completion of the Third Party User's work on behalf of the Public Party.

It is agreed that any right or remedy provided for in this License to the Council or the Counties shall not be considered as the exclusive right or remedy but shall be considered to be in addition to any other right or remedy allowed by law, equity or statute. The failure to insist on strict performance of any covenant, agreement or stipulation of this License or to exercise any right contained herein shall not be a waiver or relinquishment of such covenant, agreement, stipulation or right, unless stipulated to by the parties in writing.

In the event the Council or Counties terminate the Regional Parcel Data Sharing and Distribution Agreement for Public Parties, the Licensed User has the right to use the Regional Parcel Dataset already received and the terms and conditions of this License shall continue to be honored.

V. DISCLAIMERS

5.01 *Limited Warranty.* The Regional Parcel Dataset is made available to the Licensed User subject to the following limitations and restrictions:

- (a) The Council will take reasonable steps to ensure DataFinder on which the Regional Parcel Dataset is provided is operating correctly. The Licensed User is responsible for the installation and use of the Regional Parcel Dataset and the results or consequences obtained from such installation or use of the Regional Parcel Dataset. The Council is not responsible for any downloading or transmission problems a Licensed User may experience related to the availability, reliability or operation of the Internet.
- (b) The Counties and the Council do not warrant that their respective Parcel Data or the Regional Parcel Dataset are error-free. Parcel Data used in the Regional Parcel Dataset were developed for the Counties' own internal business purposes and neither the Counties nor the Council represents that the Regional Parcel Dataset can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features.
- (c) **ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, RESPECTING THIS LICENSE, THE PARCEL DATA OR REGIONAL PARCEL DATASET ARE DISCLAIMED.**
- (d) **THE PARCEL DATA AND REGIONAL PARCEL DATASET AND ANY ASSOCIATED MANUALS, REFERENCE MATERIALS AND TECHNICAL DOCUMENTATION (IF ANY) ARE PROVIDED "AS IS" WITHOUT ANY SUPPORT WHATSOEVER AND WITHOUT WARRANTY AS TO THEIR PERFORMANCE, MERCHANT-**

ABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE REGIONAL PARCEL DATASET IS ASSUMED BY LICENSED USER.

- (e) THE COUNTIES AND THE COUNCIL SHALL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT, INDIRECT, SPECIAL, INCIDENTAL, COMPENSATORY OR CONSEQUENTIAL DAMAGES OR ANY THIRD PARTY CLAIMS WHICH MAY RESULT FROM THE USE OF THE REGIONAL PARCEL DATASET BY LICENSED USERS, EVEN IF THE COUNTIES OR THE COUNCIL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE, AND**
- (f) THE SOLE REMEDY AVAILABLE AGAINST THE COUNCIL OR THE COUNTIES SHALL BE THE RIGHT TO TERMINATE THIS LICENSE.**

5.02 *Liability.* Except for the liabilities under the warranty provisions of Section 5.01, the Counties' and the Council's liability is governed by Minnesota Statutes Chapter 466 and other applicable law. Nothing in this License shall be construed as a waiver on the part of the Counties or the Council of any immunities or limits on liability provided by Minnesota Statutes Chapter 466, or other applicable state or federal law, rule or regulation.

VI. GENERAL TERMS AND CONDITIONS

- 6.01 *Invalidity and Severability.*** If any term or provision of this License or the application of this License or its provisions to any person or circumstance shall to any extent be declared or found invalid or unenforceable, the remainder of this License shall remain in effect and enforceable.
- 6.02 *Governing Law.*** This License shall be governed by and interpreted pursuant to the laws of the State of Minnesota without giving effect to principles of conflict of law, and venue for all judicial proceedings relating to this License shall be in the state and federal courts with competent jurisdiction that are located within the seven-county metropolitan area surrounding Minneapolis and Saint Paul, Minnesota.
- 6.03 *Assignment.*** Licensed User shall not assign, transfer, sublicense or pledge this License in whole or in part.
- 6.04 *Correspondence.*** Correspondence regarding this License or the Regional Parcel Dataset shall be directed to the Council in writing at the following:

Metropolitan Council
Attn: MetroGIS Staff Coordinator

Mears Park Centre
230 East Fifth Street
St. Paul, Minnesota 55101-1634
E-Mail: randy.johnson@metc.state.mn.us

- 6.05 *Audit.*** Licensed User’s books, records, documents and accounting procedures and practices relevant to this License are subject to examination by the Counties or the Council for a minimum of six (6) years.
- 6.06 *Merger and Modification.*** It is understood and agreed that the entire License is contained herein and that this License supersedes all oral agreements or negotiations between the parties relating to the subject matter hereof. All items referred to in the License are incorporated or attached are deemed to be part of this License.
- 6.07 *Government Data Practices Act.*** The Minnesota Government Data Practices Act. Minnesota Statutes Chapter 13, applies to this License. Applicable provisions of the Act supersede any contrary or inconsistent provisions in this License.
- 6.08 *Whereas Clauses.*** The matters set forth in the “Whereas” clauses on page one of this License are incorporated into and made a part hereof by this reference.
- 6.09 *Survival of Provisions and Obligations.*** It is expressly understood and agreed that the obligations and warranties which by their sense and context are intended to survive the performance and termination of this License shall so survive the expiration, termination or cancellation of this License. Obligations respecting confidentiality of the Regional Parcel Dataset shall survive termination of this License for any reason and shall remain in effect for as long as the Licensed User continues to possess or control the Regional Parcel Dataset, and the Council and the Counties shall remain entitled to enforce their rights and interests in the Regional Parcel Dataset
- 6.10 *No Agency.*** Nothing in this License shall be construed to create an agency joint venture, partnership or other form of business association between the Licensed User and the Counties or between the Licensed User and the Council.

Metropolitan Council

By _____

Name _____

Title _____

Date _____

Public Party [check appropriate box(es)]

ف I certify that the Public Party is a Governmental Interest or Academic Interest pursuant to the definitions herein and that in executing this License on behalf of the Public Party I represent that I am duly authorized to execute this License on behalf of the Governmental Interest or Academic Interest and represent and warrant that this License is a legal, valid and binding obligation and is enforceable in accordance with its terms.

ف I certify that the below signed _____ (Third Party User) is authorized by the Public Party as a Third Party User pursuant to the definitions herein until _____ (date), unless modified by the Public Party in writing to the Council. As the authorized Third Party User, the Public Party shall indemnify, to the extent permitted by law, the Council and Counties for any costs, including legal costs incurred by the Council or the Counties in the event the Third Party User violates any terms or conditions of the License.

By: _____
(*authorized signature*) on Behalf of the Public Party Identified Above

(*printed name*)

Title: _____

Date: _____

Contact Person for the Public Party:

Name: _____

Title: _____

Phone Number: _____

Third Party User:

I am duly authorized by _____, the Public Party, to execute this License as the Public Party's Third Party User and I certify that in executing this License on behalf of the Third Party User I represent that I am duly authorized to execute this License on behalf of Third Party User and represent and warrant that this License is a legal, valid and binding obligation and is enforceable in accordance with its terms.

By: _____
(authorized signature) on Behalf of the Third Party User

(printed name)

Title: _____

Date: _____

Contact Person for the Third Party User:

Name: _____

Title: _____

Phone Number: _____

Public Party: _____



TO: Coordinating Committee

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

SUBJECT: Regional Parcel Data Policy – Historical Versions Access

DATE: September 13, 2004
(For the Sept 29th Meeting)

INTRODUCTION

The County Data Producers Workgroup has recommended modification of the Regional Parcel Dataset Roles and Responsibilities pertaining to supporting access to annual archives of this dataset.

RECOMMENDATION OF COUNTY DATA PRODUCERS WORKGROUP

On July 22, 2004: The County Data Producers Workgroup unanimously:

- 1) Recommended that the Roles and Responsibilities stipulated in the Policy Summary Statement for the Regional Parcel Dataset be modified, as necessary, to accommodate supporting historical versions of the Regional Parcel Dataset and providing access to licensed users, subject to the Council and counties entering into an agreement that permits the Council to distribute the data.
- 2) Postponed further consideration on a request from the “neighborhood group community” earlier this year for unlicensed access to three-year old data even when missing names and addresses, until the Workgroup concludes its consideration of a related proposal to grant parcel data access without fee to specified non-profit interests.

A reason given by the Workgroup for recommending approval of the first proposal was that none of the counties is currently archiving their parcel data in manner that would lend itself to easy access and that archiving the regional dataset would be a great service to both the entire user community including the counties themselves.

RELATED PAST ACTION OF POLICY BOARD

- 1) October 22, 2002: Authorized the Coordinating Committee to modify the “Operational Procedure Clarifications” attachment (Appendix B) related to this (parcels) and other regional policy statements, when all relevant and affected parties are in agreement.
- 2) July 28, 2004: Modified the roles and responsibilities that govern support of the regional parcel dataset. Among the changes was establishment a policy of supporting access to annual archives of the data [Section D (10) under the Regional Custodian Responsibilities section].

DISCUSSION

Following action by the County Data Producers Workgroup and Policy Board this past July to recommend supporting access to annual archives of the Regional Parcel Dataset, staff investigated implementation options. After speaking with county representatives, staff concluded that the year-end quarterly update would be the best candidate to represent a snapshot of the regional dataset on an annual basis. This would ensure that each county has updated its assessment data to include its most recent value evaluation figures, as they complete these updates on varying schedules through the year.

RECOMMENDATION

That the Coordinating Committee authorize amendment of Appendix B to the Policy Summary for the Regional Parcel Dataset to clarify the operational procedures for support of access to annual archives of the Regional Parcel Dataset.

REGIONAL PARCEL DATA BUSINESS INFORMATION NEED POLICY SUMMARY

Preamble:

A guiding principle of MetroGIS is that no organization will be asked to perform a task for MetroGIS for which they do not have an internal business need. Primary custodians are responsible for providing only that parcel attribution data that they maintain for their own internal business purposes and which can be retrieved and provided to the regional custodian without an excessive level of effort.

Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Regional custodians are not obligated to manipulate data received from the primary custodians when doing so would exceed their business needs. Gaps may continue to exist between defined data needs and available data. MetroGIS will work to identify solutions that bridge these gaps for the broad MetroGIS community.

Parcels – Regional Data Specifications

DESIRED REGIONAL PARCEL DATASET

(GOVERNMENT UNITS AND ACADEMIC INTERESTS VERSION)

The regional parcel dataset should be a metro-wide (7-county) dataset with a high horizontal positional accuracy. Each primary custodian (each of the seven counties) should provide their parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis to the regional custodian, with complete metadata. The regional dataset custodian will provide the parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis, with metadata, entity and attribute information, and contact information.

Attribute fields attached to each parcel shall be as presented in Appendix A.

Parcels – Roles and Responsibilities

A. PRIMARY CUSTODIAN

Responsibility for the primary (source) data and its maintenance shall remain with each individual county.

B. PRIMARY CUSTODIAN RESPONSIBILITIES

1. Update the primary parcel datasets on a continuous basis.
2. Submit a copy of their primary parcel polygon and points datasets to the regional custodian on a quarterly schedule established by MetroGIS and the regional custodian in shape file format and in UTM, NAD83, meters. The shape files are expected to include all attribute fields endorsed by MetroGIS with the exact field name, field length, and field type specified. *It is understood that the attribute fields will be populated at each county's discretion based upon data availability in each county.*
3. Create, maintain, and provide metadata for the datasets. *If a county elects not to submit metadata, contact information for a person with appropriate expertise will be included in the regional metadata.*
4. Primary producers are encouraged to periodically test and report the spatial accuracy of the parcel boundary data they submit to the regional custodian. If testing is undertaken, primary producers are also encouraged to use of the NSSDA testing and reporting procedures.

C. REGIONAL CUSTODIAN

The Metropolitan Council (Council) has been identified and has accepted, on behalf of the MetroGIS community, designation by MetroGIS on July 11, 2001 as the best candidate to carry out the roles and responsibilities associated with assembly and maintenance of the regional parcel dataset.

D. REGIONAL CUSTODIAN RESPONSIBILITIES

1. Compile the regional dataset of parcel boundaries, parcel points and attributes, as agreed upon by MetroGIS, from the primary sources. The data specification standards endorsed by MetroGIS should incorporate use of FGDC cadastral standards to the extent practical.
*Note: As a matter of MetroGIS policy, the regional custodian shall **not** change the parcel boundary data received from the counties. The counties, as primary custodians, shall be the only entities authorized to modify parcel boundary data as it pertains to the regional dataset.*
2. Establish and maintain a process to automate, to the extent practical, the compilation of a regional dataset from the primary sources, including, but not limited to, the following procedures:
 - a) The regional custodian shall compare each dataset submitted by the primary custodians with the desired standard specifications (UTM, NAD83 coordinates and the attributes in Exhibit A). Specifically the regional custodian will check:
 - field name
 - field width
 - field type
 - field order
 - county code and dash appended to PIN
 - visual check of projection against orthophotos to see if parcels appear to be in the correct location
 - existence and format of metadata
 - b) Inform the primary custodian where a primary dataset differs from a MetroGIS-endorsed standard. If differences are minimal and only involve attributes, the regional custodian will modify the primary dataset to match the desired standard specifications. If the regional custodian perceives the differences to be significant, it will distribute the primary dataset as provided by the primary custodian with a note to users indicating the differences from the desired specifications.
 - c) Compile metadata from all sources into one set of regional metadata for the dataset and distribute it in the format provided by the primary custodians. However, the regional custodian will, at the request of a primary custodian, convert metadata in DataLogr, SGML or ESRI's XML formats to a standard HTML format. The regional custodian will also help any primary custodian to develop Minnesota Geographic Metadata Guidelines format metadata. The regional custodian will maintain complete regional metadata and make the supplied county parcel data and metadata available to approved users.
 - d) Include a contact person for the primary custodian with the distribution of the regional dataset if metadata is not available from a primary custodian.
3. Re-compile, from the primary sources, the regional dataset on a quarterly basis according to a schedule established by MetroGIS.
4. Each parcel shall have a unique parcel identification number consistent with the standard adopted by the Policy Board on January 27, 1999, or as subsequently modified by the Board.
5. Further the use of cadastral standards for the regional parcel boundary dataset, where applicable.
6. In conjunction with the MetroGIS user community, provide a means to notify the counties of gaps/overlaps in primary datasets along county boundaries (interior boundary gaps/overlaps are the responsibility of the primary custodian). The decision as to whether or not to modify any identified boundary anomalies is solely the discretion of the county(ies) involved.
7. Provide for data archive, backup, retrieval, and disaster recovery.
8. Provide for distribution of the dataset via MetroGIS DataFinder and such other media as permitted by the Counties.

9. Execute a quality control/quality assurance procedure that assures the regional dataset user that the data they receive is the same as provided to the regional custodian from the primary producers for assembly into a regional dataset.
10. Support distribution of one quarterly version of the Regional Parcel Dataset for each year, as determined by MetroGIS, as an annual archive along with appropriate metadata.
11. Co-host, with MetroGIS, Data Users Forums on a schedule decided by the Coordinating Committee to obtain feedback from the MetroGIS community as to desired enhancements to the dataset and any associated data access, content, documentation and/or distribution policy(ies).

Parcels – Access Policies

Rules associated with access to the Regional Parcel Dataset, or any portion thereof, shall be decided by the counties, the primary producers of the data. MetroGIS's role is to foster coordination among counties concerning access to parcel data. Such rules may be part of a formal agreement or enacted by letter of intent/resolution from the counties, as determined at the counties' discretion. Each such MetroGIS facilitated policy follows:

1. Data Sharing Agreement – Seven Counties and Metropolitan Council. Through this agreement, which has been a principal focus of MetroGIS's efforts since its inception, the seven Minneapolis – St. Paul Metropolitan Area counties establish access policy regarding the Regional Parcel Dataset (e.g., without fee, to government and academic interests subject to obtaining and abiding by the provisions set forth in a License).

2. Waiver of License Requirement for Access to Historical Versions of the Regional Parcel. (~~*Policy Board consideration is tentatively scheduled for October 2004. A proposal was received Spring 2004 from the neighborhood group community, consideration of which was indefinitely postponed by County Data Producer Workgroup on July 22, 2004 until the broader topic of non-profit access to parcel data has been resolved.*~~)

3. Waiver of license requirement for view-only access.

On July 28, 2004, the MetroGIS Policy Board endorsed a policy of supporting view-only access to the regional parcel dataset via the MetroGIS Emergency Preparedness Internet Application which is under development, subject each county ratifying this policy. The Board also imposed a one-year sunset if it has not endorsed roles and responsibilities by that time to sustain support of the Emergency Preparedness Internet Application.

APPENDIX A STANDARD PARCEL ATTRIBUTES – REGIONAL PARCEL DATASET

Regional Parcel Attribute ¹	Regional Dataset Field Name	Field Description <i>with some comments</i>	Field Type	Field Width
Unique County ID	COUNTY_ID	Three digit FIPS and State standard county code.	text/string	3
Unique Parcel ID	PIN	Unique regional parcel ID comprised of the county PIN with the county code and dash appended to the front.	text/string	17
House Number	BLDG_NUM	The building or house number of the parcel. (Things like fractional house numbers should be included with this field.)	text/string	10
Street Prefix Direction	PREFIX_DIR	Street prefix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Street Prefix Type	PREFIXTYPE	Street prefix type (e.g. Hwy) for the parcel. <i>Few counties store this data separately.</i>	text/string	6
Street Name	STREETNAME	Street name for the parcel. If a county is unable to provide the individual street data fields (direction, type, etc), they may be provided as a combined data element in this field.	text/string	40
Street Type	STREETTYPE	Street type abbreviation for the parcel (as defined by USPS Pub. 28 Appendix C. http://pe.usps.gov/text/pub28/pub28apc.html#508hdr2)	text/string	4
Street Suffix Direction	SUFFIX_DIR	Street suffix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Unit Information	UNIT_INFO	Additional unit information for the parcel for condominiums, etc. (e.g. Unit 5B, Suite 8, etc.)	text/string	12
City (actual)	CITY	Name of city or township in which the parcel actually resides (not the mailing address city).	text/string	30
City (mailing)	CITY_USPS	The mailing address city for the parcel as defined by the USPS.	text/string	30
ZIP Code	ZIP	ZIP code for the parcel.	text/string	5
ZIP 4 Extension	ZIP4	The four digit zip code extension for the parcel.	text/string	4
Legal Description Plat Name	PLAT_NAME	The legal description plat name (this is often synonymous with the subdivision name).	text/string	50
Legal Description Block	BLOCK	The legal description block within the plat.	text/string	5
Legal Description Lot	LOT	The legal description lot within the block.	text/string	5
Polygon Acreage	ACRES_POLY	The calculated acreage of the polygon within the GIS spatial data. (numeric field with two decimal places)	numeric	11 (2 dec)
Deeded Acreage	ACRES_DEED	The deeded acreage of the parcel. (numeric field with two decimal places)	numeric	11 (2 dec)
Use Type 1	USE1_DESC	Description of use type 1.	text/string	100
Use Type 2	USE2_DESC	Description of use type 2.	text/string	100
Use Type 3	USE3_DESC	Description of use type 3.	text/string	100
Use Type 4	USE4_DESC	Description of use type 4.	text/string	100
Multiple Uses	MULTI_USES	Flag (Y/N) to indicate if multiple uses exist.	text/string	1
Landmark/Business Name	LANDMARK	Name of the predominant landmark or business on this parcel.	text/string	100
Owner Name	OWNER_NAME	The full name of the owner. The format should be last name first where available. Inclusion of multiple owners is up to each county.	text/string	50
Additional Owner Name	OWNER_MORE	Field for additional owner information where available (e.g. joint owner or additional first name first format).	text/string	50
Owner Address	OWN_ADD_L1 OWN_ADD_L2 OWN_ADD_L3	Mailing address of the owner. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist.	text/string	40 each
Taxpayer Name	TAX_NAME	The full (first and last) name of the taxpayer. The format (e.g. last name first or last name last) and inclusion of multiple taxpayers is up to each county.	text/string	40
Taxpayer Address	TAX_ADD_L1 TAX_ADD_L2 TAX_ADD_L3	Mailing address of the taxpayer. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist.	text/string	40 each
Homestead Status ²	HOMESTEAD	Homestead status (Y = yes, N = no, P = partial) <i>Note: The inclusion of this field will allow parcel data users to assume the owner is the occupant for these parcels. Not all counties have this data as a yes or no type field. Those counties can decide if they want to process it into a Y/N field.</i>	text/string	1
Estimated Market Value - Land	EMV_LAND	Land estimated market value	numeric	11
Estimated Market Value - Buildings	EMV_BLDG	Building estimated market value	numeric	11
Estimated Market Value - Total	EMV_TOTAL	Total estimated market value	numeric	11
Tax Capacity	TAX_CAPAC	Tax capacity of the parcel	numeric	11
Total Tax	TOTAL_TAX	Total tax of the parcel	numeric	11
Special Assessments	SPEC_ASSES	Special assessment value due and payable in the current year.	numeric	11

Regional Parcel Attribute ¹	Regional Dataset Field Name	Field Description <i>with some comments</i>	Field Type	Field Width
Tax Exempt Status	TAX_EXEMPT	Tax exempt (Y/N) <i>(Note: The counties that do have this information tend to have it imbedded in other code fields. A Y/N field will be maintained and counties can decide whether to do the processing to create that information to populate the field.)</i>	text/string	1
Exempt Use 1	XUSE1_DESC	Description of exempt use type 1.	text/string	100
Exempt Use 2	XUSE2_DESC	Description of exempt use type 2.	text/string	100
Exempt Use 3	XUSE3_DESC	Description of exempt use type 3.	text/string	100
Exempt Use 4	XUSE4_DESC	Description of exempt use type 4.	text/string	100
Dwelling Type	DWELL_TYPE	Type of dwelling (e.g. single family, duplex, etc.)	text/string	30
Home Style	HOME_STYLE	Home style description (e.g. rambler, split entry, etc.)	text/string	30
Square Footage	FIN_SQ_FT	Finished square footage	numeric	11
Garage	GARAGE	Garage (Y/N)	text/string	1
Garage Square Footage	GARAGESQFT	Garage square footage	text/string	11
Basement	BASEMENT	Basement (Y/N)	text/string	1
Heating	HEATING	Type of heating in use	text/string	30
Cooling	COOLING	Type of cooling in use	text/string	30
Year Built	YEAR_BUILT	Year built	numeric	4
Number of Units	NUM_UNITS	Number of residential units.	text/string	6
Last Sales Date	SALE_DATE	Date of last sale	date	8
Last Sales Value	SALE_VALUE	Value of last sale	numeric	11
School District	SCHOOL_DST	Unique school district number	text/string	6
Watershed District	WSHD_DIST	Watershed district name	text/string	50
Green Acres	GREEN_ACRE	Green acres status (Y/N)	text/string	1
Open Space	OPEN_SPACE	Open space status (Y/N)	text/string	1
Agricultural Preserve	AG_PRESERV	Agricultural preserve status (Y/N)	text/string	1
Ag. Preserve Enrolled	AGPRE_ENRD	Agricultural preserve enrolled date	date	8
Ag. Preserve Expiration	AGPRE_EXPD	Agricultural preserve expiration date	date	8
Parcel Polygon to Parcel Point and PIN Relationship Code	PARC_CODE	This field is used to provide information about the relationship between parcel polygons, parcel points and unique tax parcel identifiers (PINs).	numeric	2

¹ Washington County's agreement specifically exempts "property line dimensional data" from inclusion in the regional parcel dataset. This was the intent and understanding with other counties that raised the issue.

² "Resident name" has been identified by the MetroGIS community as a desirable attribute for the regional parcel dataset. However, this information is not maintained by counties. Until a suitable source for "Resident Name" is identified, "homestead status" will serve as a surrogate for "Resident Name".

APPENDIX B
Operational/Procedural Clarifications

Note: On October 22, 2002, the Policy Board modified the regional policy statement to include this Appendix and authorized the Coordinating Committee, from that point on, to modify this Appendix and other regional policy statements (parcels and other) when all relevant and affected parties are in agreement.

1. If counties have polygons in their parcel dataset for rights-of-way, lakes or other “non-standard” parcels, these should not be removed from the regional parcel dataset. Counties do not have to go to any extra lengths to create polygons where they do not already exist in their parcel dataset. *(October 2002)*
2. The quarterly update schedule will be April 1, July 1, October 1 and January 1. Valuation and tax information in the Regional Parcel Dataset will generally be updated with the April release. Counties that do not have the new assessments available by April should provide them with the next quarterly release after they are available. Parcel geography and other attributes will be updated with each quarterly release. *(December 2003 Coordinating Committee clarification)*
3. [When new quarterly updates are posted, the previous version will be removed from MetroGIS DataFinder. In accordance with Regional Custodian responsibility D\(10\), the Council will archive the end of calendar year quarterly update as the annual archive. \(September 2004 Coordinating Committee clarification.\)](#)

⁽¹⁾ Revision History:

Version 1 - Initial Adoption: October 27, 1999
Modified: January 9, 2002 and October 22, 2002
Version 2 –Adoption: July 28, 2004
[Modified: September 29, 2004 \(Appendix B\)](#)



TO: Coordinating Committee

FROM: MetroGIS Staff
Contacts: Randall Johnson (651-602-1638)
Steve Fester (651-602-1363)

SUBJECT: Quarterly Update Performance Measure Reporting – Data Anomaly Discussion

DATE: September 22, 2004
(For the Sept 29th Meeting)

INTRODUCTION

Staff are seeking direction from the Coordinating Committee as to a possible explanation for the one anomaly in the performance measures reporting statistics for June through August 2004. The Committee has asked Staff to bring forward one or more anomalies for discussion each quarter.

PERFORMANCE REPORTING STATISTICS – JUNE-AUGUST 2004:

General Activity Summary: - Staff have reviewed the performance measure statistics for June through August 2004. Visits to the DataFinder Catalog and DataFinder Café web pages were down slightly compared to the same period in 2003. However, from June through August 2004 there was a substantial decrease in dataset downloads compared to the same period in 2003 – 1,910 in 2003 vs. 1,140 in 2004.

One possible explanation for the decrease is that the Regional Parcel Dataset was not available during the reporting period, although parcel data downloads only totaled 93 for the same period in 2003.

Staff also believe it is noteworthy to report that regionally-endorsed datasets continue to dominate downloading activity (4-5 of the top 10), despite comprising less than 10 of the 116 datasets currently available via DataFinder.

Summary graphs are provided in the Reference Section. The detailed data for June through August 2004 are available upon request. The actual detailed monthly data totals from mid-2002 through December 2003 are available at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf.

RECOMMENDATION

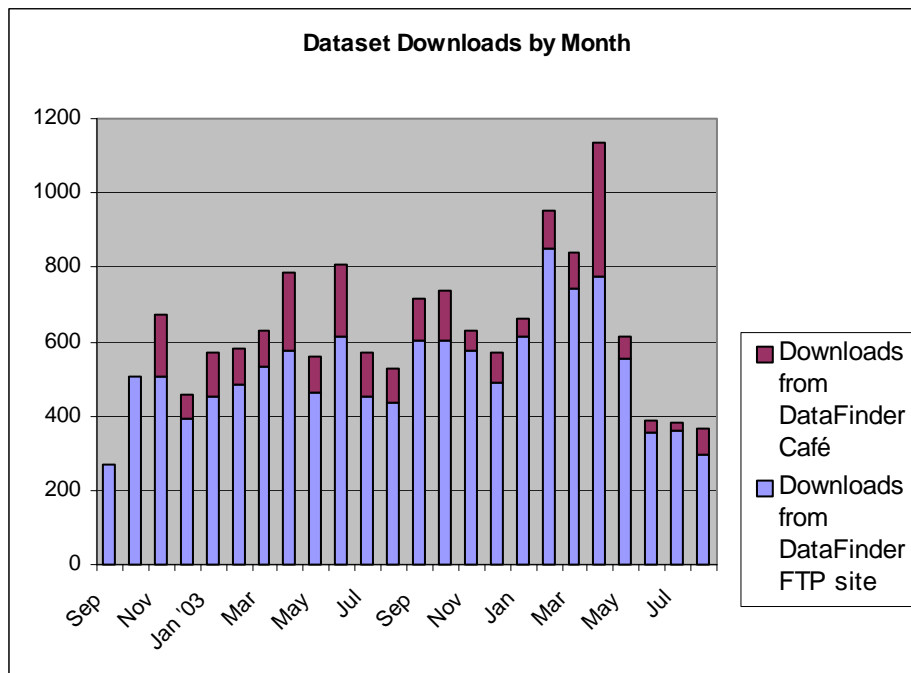
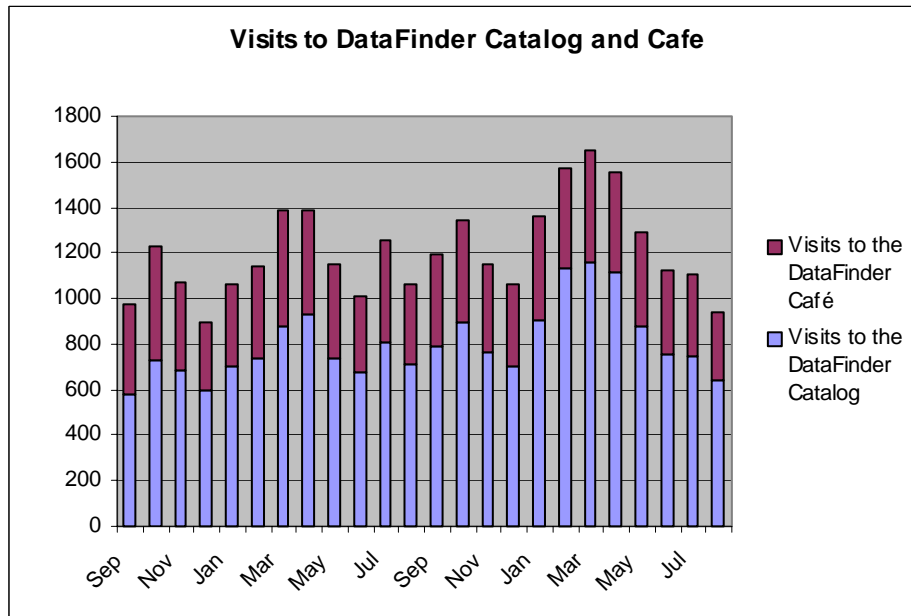
That the Coordinating Committee offer a possible explanation for the decrease in dataset downloads, and note any other anomalies or trends apparent in the report.

REFERENCE SECTION

PAST COMMITTEE ACTION

1. April 9, 2003, the Coordinating Committee:
 - a) Concluded that a formal performance measure report should occur only on an annual basis, with Committee consideration at its December meeting.
 - b) Agreed that staff should offer one or more anomalies (good or bad) in the Performance Measure for discussion at each of the Committee's other quarterly meetings for discussion. The results of these quarterly discussions are to be incorporated into the annual report.
2. January 28, 2004: The Policy Board adopted the 2003 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf.

EXCERPTS FROM MONTHLY PERFORMANCE MEASURES REPORT – JUNE - AUGUST 2004





TO: Coordinating Committee
FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)
SUBJECT: GIS Technology Demonstration – October 2004 Policy Board Meeting
DATE: September 6, 2004
(For Sept 29th 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 October 29th Policy Board meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. SRF Consulting's use of MetroGIS's regional solutions to address a host of their government clients' business needs was the subject of a MetroGIS benefits testimonial. This testimonial can be viewed at <http://www.metrogis.org/benefits/testimonials/srf.pdf>. Due to the breadth of regional data types and range of clients depicted in this testimonial, the Committee at its March 31st meeting asked staff to invite SRF to summarize the content of their testimonial. Mr. Diedrich, with SRF, is interested but declined until fall 2004, at the earliest, due to heavy workload. *As of this writing, Mr. Dietrich had not responded to a 9/6 interest inquiry from staff.*
2. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (<http://www.metrogis.org/benefits/testimonials/index.shtml>) and request a presentation from the perspective of watershed districts.
3. 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, only Scott County has made a presentation.
4. Demonstrate the regional mailing label application. Not an option until at least January 2005 or when the next-generation agreement goes into effect.
5. Demonstration of the MetroGIS Emergency Preparedness Website. This demonstration option was identified as a demonstration candidate at the June 2004 Committee meeting. However since that time, less progress has been made than anticipated to define the custodian roles and responsibilities for this website. It would be premature to demonstrate the site until the organizational components are agreed upon.

RECOMMENDATION

That the Coordinating Committee agree on GIS Demonstration topic for the Policy Board's October 29th meeting that will help Policy Board members better understand the benefits to their respective organizations of GIS technology and collaborative regional solutions to common GIS needs.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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 PSAP's
- 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.



Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Steve Fester (651-602-1363)

SUBJECT: Project Updates

DATE: September 17, 2004
(For the Sept. 29 meeting)

A) PRIORITY BUSINESS INFORMATION NEEDS (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

(1) Address Workgroup

The group's goal is to minimize duplication of effort and maximize consistency of address data needed by metro stakeholders, including emergency responders. The group's specific purpose is to recommend strategies to meet unmet address data-related needs by identifying options and current stakeholders (producers, users, partners). The group will focus primarily on situs (rather than mailing) addresses of all occupiable units and any other officially designated addresses.

To better understand how addresses are created, changed and used at different levels, the workgroup plans to interview a variety of stakeholders in each county that produce and use address data. The group will then compare existing data processes and structures with the data needs of the MetroGIS community, and recommend ways to fill gaps between existing data and needs. A special effort is being made to connect with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs). The workgroup next meets on September 27th. It is being staffed by Mark Kotz with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(2) Emergency Preparedness Workgroup

The Emergency Preparedness Workgroup is progressing in three focus areas: data development and deployment, building relationships with the emergency management community, and organizing GIS resources. The group is also working closely with the Governor's Council Emergency Preparedness Committee to develop shared web resources for communicating with the GIS community as well as the emergency management community. Initial data sets have been developed and are now being refined through a web-based Emergency Preparedness Resources Application pilot project that will use the counties as a focal point in the process.

In conjunction with the prototype Emergency Preparedness Resources Application, on July 28th the MetroGIS Policy Board endorsed a regional policy of view-only access to parcel data, via this application, without prior licensure by government emergency preparedness officials, subject to formal approval of the proposal from each county. Randy Knippel, who chairs the Workgroup, is coordinating the request approval from each county. He will draft and forward it to the counties to explain the request. It will reference the 7/28 Board action and summarize the operational components of the proposal, including the proposed password protection, that the workgroup will decide who will have access to the password, and that the password will be changed from time to time. As of this writing, none of the county boards had acted on this proposal to waive parcel data licensure for emergency managers.

The workgroup is also interested in finding additional GIS professionals with a passion for expanding the use of GIS for homeland security issues in the metro area. Please contact Randy Knippel if you would like to contribute to this effort (randy.knippel@co.dakota.mn.us).

(3) Existing Land Use Workgroup

Workgroup members are currently drafting a recommendation for a regional solution to be considered by the MetroGIS Coordinating Committee at their December 2004 meeting.

Current workgroup members represent city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being staffed by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(4) Highway and Road Networks

The Highways and Road Networks Technical Workgroup will resume its efforts this fall, now that Mn/DOT has been delivered complete software for their Location Data Manager (LDM). Initial software updates earlier this summer did not meet specifications, and were sent back to the contractor. Now that the LDM is functioning as expected, Mn/DOT will join with MetroGIS to work out some common definitions and data synchronization issues involved in sharing the data. A meeting is scheduled for September 29th, at which members of the Technical Workgroup will debate the process for resolving these issues and discuss future steps in the data sharing effort.

Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml. This workgroup is being staffed by Mike Dolbow with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(5) Lakes, Wetlands, etc.

Members of the Metropolitan Council, the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), Ramsey Co. Soil and Water Conservation District (SWCD), and the Minnesota Land Management Information Center met on Sept. 8, 2004 to discuss partnerships and organization roles to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area. It was agreed to conduct a pilot study on the East St. Paul quad with sample imagery flown in May 2004. Currently, and briefly, the roles are as such:

- The Metropolitan Council will delineate 'Open Water' features.
- MMCD will integrate their wetland features (in classification form Circular-39 - St. of MN statute classification).
 - Ramsey Co. SWCD will use the resulting data and make refinements according to their needs.
 - Fish & Wildlife (currently working to update the National Wetland Inventory (NWI)) will use the resulting data and reclassify the data to Cowardian Classification (NWI standard).
- Upon completion of Cowardian classification, the Council will attempt to scope out procedures for stream realignment so there is complete integration of Open Water, Wetlands, and Streams.

NOTE: The DNR has already determined a methodology to update their PWI data set based on available Open water and wetland features. They have agreed, in theory, that updating the data to coincide with any newly created geographic features from this effort would be desirable and pursued.

New imagery for the entire metropolitan area is anticipated in Spring 2005. It is expected that the pilot study will conclude in 2005 and the necessary tasks and organizational roles for completing the update of the metropolitan lakes, wetlands boundaries and stream alignments will have been defined. Completion of the project is undetermined at this time.

This effort is part of the MetroGIS hydrologic solution and the ad-hoc workgroup is being staffed by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(6) Regional Parcel Dataset Enhancements

On July 28th the Policy Board approved enhancements to the Regional Parcel Dataset as recommended by the Committee at its June 22nd meeting. See Agenda Item #4 for more information.

(7) Socioeconomic Characteristics of Areas

On June 22, the Coordinating Committee recommended Policy Board approval of a Regional Policy Statement outlining the roles and responsibilities for maintaining the currency of the content of the Resources Page running at www.datafinder.org/mg/socioeconomic_resources/index.asp, with the understanding that a specific department at the University of Minnesota would be named before Policy Board consideration. On September 14, 2004, Will Craig announced that the University of Minnesota's Minnesota Population Center had accepted the roles and responsibilities set forth in the statement approved by the Coordinating Committee. As no changes were requested in the responsibilities that were approved by the Committee, this matter will be forwarded to the Policy Board for approval at the October 27th meeting.

This web-based Resource Page offers a quick search tool based on data source or category. Some 20 data sources are cataloged in seven different categories including: crime, demographics, employment locations, housing, k-12 school data, location of services, and transportation issues. Some of the data can be downloaded directly from the source; for other data, contact information is provided. If you looked at the Resource Page before, take a fresh look. The last major update was made on May 5th and includes more sources and added specificity about mapping resolution, update frequency, and time series. Use statistics are being collected and will be incorporated into MetroGIS's formal Performance Measure statistics. A user satisfaction evaluation is tentatively scheduled for February or March 2005.

The Phase II workgroup (solutions to Socioeconomic information needs that can not be achieved with existing published data) had been expected to launch in the latter part of 2004 or early 2005. However, due to the complications associated with the Next Generation Data Sharing Agreement, and associated staffing issues, the Phase II start will likely need to be moved back. The Phase II effort will be coordinated with the Address Workgroup's efforts and not launch until more is known about how the Address Workgroup will proceed and possibly not until related solutions are defined by the Address Workgroup. (Refer to Item A1, above.)

B) STRATEGIC PLANNING RETREAT PREPARATIONS DELAYED

The adopted 2004 MetroGIS workplan calls for the Coordinating Committee to host a retreat this fall. Due to the unanticipated complexity and length of time involved in the negotiations concerning the next generation data sharing agreement (Agenda Item 5A), the funds available for the proposed workshop were exhausted in July. The firm of Richardson, Richter & Associates, Inc. (RRA) is assisting on both efforts. Planning had been in process for the retreat until it became clear that the agreement negotiations would consume the \$15,000 funds available in the 2004 budget for this work. The primary objectives of the proposed retreat would be to contemplate technology and organizational changes that have occurred since MetroGIS was established in 1996, discuss how these changes are impacting MetroGIS's current objectives and philosophies, and identify candidate next steps for further discussion in preparation for the Business Plan Update proposed for 2005.

The current thinking is that the Coordinating Committee members would participate in a SWOT (Strengthens, Weaknesses, Opportunities, Threats) exercise prior to the proposed retreat. The SWOT exercise would be held later this year or early 2005, depending upon when the negotiations for the data agreements are concluded. The SWOT exercise would then be followed by: 1) a distillation of the results into a form suitable for more structured policy deliberation, 2) interviews with key leadership and a survey of the broader stakeholder community for feedback and refinement of issues and options,

and 3) the proposed retreat of the Committee and other key leadership to identify (maybe reach agreement on) key strategies and objectives for the next 3-5+ years.

C) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

(1) Regional Mailing Label Application

This application is ready to go live, but cannot be launched until the Next-Generation Data Sharing Agreement is in place (Item A, above). Only those entities which have licensed access to the regional parcel dataset are proposed to be able to use the application.

(2) Regional Parcel Dataset Policy: Access by Non-Profit Interests

This topic is among several 2004 MetroGIS workplan items that were assigned to the workgroup. Will Craig submitted as proposal to the Workgroup in July. He has a long-time working relationship with neighborhood and community groups active in community development-related initiatives in the Twin Cities. The Workgroup agreed that that concept proposed by Craig, which relied upon a nonprofit being a member of an umbrella organization with validated/endorsed community development objectives and a board of directors comprised of local residents, was generally acceptable. The group also acknowledged that Third Party License Agreements might be an option in some cases but also will not work in other cases.

However, after much discussion, it was agreed that since the largest need for data access is among community groups located in Hennepin County, a pilot should be pursued there to refine policies that might serve as a basis for a future regional policies. (Ramsey county neighbor/community groups already have good access to county data through their participation in the St. Paul Community GIS Consortium, an associate member of the Ramsey County User Group.) Will Craig and William Brown agreed to begin talks immediately. The group asked for regular updates to determine if any further action via MetroGIS is appropriate. The group also acknowledged that the cost of administering the licensing likely will never be recouped through cost recovery policies that apply to non-profits, and as such, cautioned that finding a balance is important.

(3) Collaborative Parcel Data Distribution Strategy – Non-Government Access

Work on a coordinated data distribution strategy when fees are involved has been on hold since Fall 2003 awaiting agreement on licensing and online licensing application procedures for public sector access. See Agenda item 5a for more information on the status the latter.

(4) Investigation of Data Sharing with Utilities

The Workgroup is waiting for a response for the three utilities that were invited to participate in the initial discussions. At the Coordinating Committee's June 2004 meeting, Al Laumeier commented that Reliant Energy/Minnegasco remains interested but has not had an opportunity to give the proposal sufficient consideration. Earlier, staff had been informed by the Minnesota Valley Electric Cooperative that the proposal had merit and they were interested in further discussions. No response has yet been received from Xcel Energy.

(5) Regional Parcel Dataset Policy: Historical Version Support

See Agenda Item 5b.

D) TLG Street Centerline and DataFinder User Satisfaction Forums

The 2004 workplan calls for hosting these user satisfaction forums. However, do the unexpected length of time that has been required to negotiate the next-generation data sharing agreements and complications with the State's GeoIntegrator project, planning for these forums was suspended until the cited projects are in hand.



Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Steve Fester (651-602-1363)

SUBJECT: Information Sharing

DATE: September 22, 2004
(For the Sept. 29 meeting)

a) **TIES Appoints New Member to the Policy Board**

Toni Jones has resigned as the TIES Representative to the Policy Board. Dan Cook, a member of the Anoka-Hennepin School Board has been appointed by TIES to replace Ms. Johns. Mr. Cook has been a member of the TIES Executive Committee member for nine years and has a strong background in computers and related technology.

b) **MetroGIS Applies for Grant from Harvard Innovations in Government Program**

An application has been made for the Innovations in American Government Awards Program sponsored by Harvard University. Every year, since 1986, the Innovations Program has recognized five government initiatives, and awarded each of them with a \$100,000 grant. Their philosophy is that by offering the recognition and grants, the Innovations Program will serve as a catalyst for transforming creative and effective ideas into best practices throughout the nation and around the world.

The application process involves five cycles. The MetroGIS application submitted on September 10, 2004 was for the first cycle. First-round applications deemed worthy are invited to submit a substantially more detailed accounting of their programs. The top 50 then go through another round of reviews to narrow the field to 15. The top 5 are selected after onsite 2-day interviews are conducted. The final decision will be made in July 2005. The top 50 receive extensive press coverage and the top five are eligible for \$100,000 grants. The three essays (30, 500, and 250 words, respectively) that were submitted by for first round consideration can be viewed at <http://www.innovationsaward.harvard.edu/index.cfm>. The user name is RLJohnson and the password is MetroGIS1. Information about the grant program is also available via links from the login page.

c) **MetroGIS Recognized as Regional Example in New OGC Publication**

A new report from the Open Geospatial Consortium (OGC), Inc., identifies the server architecture of MetroGIS DataFinder as a local/regional government model of data sharing and distribution for the National Spatial Data Infrastructure (NSDI). The authors expect the document to be widely referenced.

The report analyzes the current, disparate server architecture associated with the NSDI and the Geospatial One Stop (GOS) Portal. It addresses the issues associated with varying architectures as communities develop and enhance their systems architecture to support local needs and broader NSDI objectives. Three large scale models – centralized, distributed, combination – are explained. In addition, they categorized MetroGIS’s data discovery/distribution architecture as “centralized local-regional”.

The GOS Portal is a common facility for publishing, discovering and potentially accessing information across federal, state and local governments in the United States that have a requirement for geospatial data and services. The vision of the GOS Portal is to enable users to discover, view and obtain desired data for a particular part of the country, without needing to know the details of how the data are stored and maintained by independent organizations. The portal is able to access information and services from a variety of providers distributed across the network, such as MetroGIS.

“MetroGIS has already resolved many of the problems that most communities are yet to realize even need to be addressed,” said Sam Bacharach, Executive Director for Outreach and Community Adoption at OGC. “These include questions such as ‘What data do we share? How do we include partners who do not have the assets to fully participate? How do we convince anyone to participate?’

“These issues may sound trivial, but the reality is that the people-based, management issues are now more difficult to handle than the purely technical issues of data-sharing,” Bacharach said. “MetroGIS has done a remarkable job.”

d) MetroGIS’s Experience Recognized in Australian/New Zealand Data Sharing Handbook

The experience of MetroGIS is being shared widely “down under” as part of the Australia and New Zealand Land Information Council’s and Australian Local Government Association’s newly published Local Government Spatial Information Management Toolkit.

The aim of the “toolkit” is to enhance the capacity of Australian local governments in the use of spatial information. The “toolkit” includes a major section on data sharing and collaboration that discusses the core services and benefits of MetroGIS. This section (10) also features the MetroGIS DataFinder homepage and covers the principles that guide the collaborative. Much of the material was excerpted from the 2001 publication “Lessons from Practice: A Guidebook to Organizing and Sustaining Geodata Collaboratives”, which was compiled by the MetroGIS Staff Coordinator.

To view the “toolkit” go to <http://www.lgconnect.gov.au/index.php?nIdNode=586>. Section 10 contains the MetroGIS experience. For information about the “toolkit” document, contact Robert Kay, Partner, Kay Consulting, PO BOX 191, Mosman Park, Australia, www.kayconsulting.com.au.

e) Presentations / Outreach / Studies (not mentioned elsewhere)

Articles Published in Summer Issue of GIS/LIS Newsletter

Two articles summarizing major MetroGIS activities since the last newsletter were submitted for the Summer 2004 issue. They can be viewed at <http://www.mngislis.org/newsletter/issue37/issue37toc.htm>.

f) State Initiatives Update

1. MN Spatial Data infrastructure (MSDI) Plan (See I-Teams below)

2. MN Governor’s Council on Geographic Information (GCGI) Annual Report

Executive Order 99-6, which Authorized the Council, requires an annual report to the Governor. The report describes accomplishments for the past year and outlines work plans for the coming year. A brochure version, complete with graphics and suitable for distribution, is also available online at <http://www.gis.state.mn.us/04AnnualReport.htm>.

3. Governor’s Commendations

Two projects will be awarded commendations from the Governor at this year’s GIS/LIS Conference. Projects given this award must meet three criteria: 1) they have delivered significant tangible benefits, 2) they have had a impact outside the home agency, and 3) they are meeting at least one of the goals of the Governor’s Council on Geographic Information. For more information, see the Governor’s Council Awards page at <http://www.gis.state.mn.us/Commendations/index.htm>. This year’s winners are:

Project: Environmental Data Access System (<http://www.pca.state.mn.us/data/eda>)

Agency: Minnesota Pollution Control Agency

Description: Providing quick and useful access to surface water quality data from a variety of sources. Air quality and groundwater quality data to be added soon.

Project: Statewide FSA Orthoimagery Cooperative (<http://www.lmic.state.mn.us/chouse/naip03mrsid.html>)

Agencies: USDA Farm Service Agency, MN Department of Natural Resources, MN Pollution Control Agency, MN Department of Transportation, MN Department of Administration

Description: Six agencies, state and federal, work together to provide current orthoimagery for the state.

4. 2004 MN GIS/LIS Consortium Awards Given

The Minnesota GIS/LIS Consortium offers three awards: Student Scholarship, Polaris Mid-Career Leadership, and Lifetime Achievement. All three awards will be given at the conference luncheon on Tuesday, October 5.

Lifetime Achievement Award. Charlie Parson will be given the award this year. He is being honored for a career of instilling confidence in students and fostering communication across the Minnesota GIS community. More details of his accomplishments are on the list of current inductees at <http://www.mngislis.org/lifetimeinductees.htm>.

Polaris Mid-Career Leadership Award. Three winners are designated each year; this is only the second year of this award. Criteria (<http://www.mngislis.org/polaris.htm>) and more winner details (<http://www.mngislis.org/polariswinners.htm>) are available on the Consortium's website. This year's winners are:

- Tim Loesch, Minnesota Department of Natural Resources. A leader in delivering products and information that help all of us.
- Terese Rowekamp, Rowekamp Associates. A leader in providing quality instruction and service that helps others be successful in GIS.
- David Windle, City of Roseville. A leader for GIS in local government, believing there are no limits and no boundaries to the benefits of the technology if it is shared.

5. Minnesota Association of County Officers (MACO) 1st Annual eCommerce Conference

The 1st Annual County Government E-commerce Conference was held September 8th and 9th at the Arrowwood Resort in Alexandria, MN. Counties from across Minnesota joined together to share ideas and cooperatively address counties' e-commerce needs. A report has been requested from each of the 7 metro-area county representatives to MetroGIS.

6. Fourth Annual Community GIS Expo – November 10, 2004

Are you a local government planner, county GIS specialist, land use planning consultant, neighborhood organizer, or faculty member or student with a focus on community planning issues? Then the Fourth Annual Community GIS Exposition is for you! Intended for everyone interested in community applications of geographic information systems (GIS) technology, the day-long expo will explore the theme of "Empowering Communities to Undertake Grassroots Change," with the goal of building collaboration among GIS users in the Twin Cities metro area and advancing a comprehensive GIS agenda for the region.

This year's exposition will be held at the newly renovated Continuing Education and Conference Center on the University of Minnesota's St. Paul campus, and will include:

- A panel discussion of the challenges and opportunities of community GIS.
- Poster sessions and presentations highlighting local and regional GIS projects in the areas of housing, community development, and land use and the environment.
- Hands on workshops that will teach participants to use GIS software, locate data resources, and integrate GIS applications more effectively into their community work.

See <http://www.cura.umn.edu/GISExpo2004.html> for more information and to register.

g) **Federal/National Geospatial Initiatives Update**

1. USGS establishes National Geospatial Programs Office

On August 17, 2004, the US Geological Survey (USGS) Director issued a memo announcing major changes to USGS geospatial program and services. Among the changes implemented on September 1, 2004 were the following:

- The Geographic Information Office renamed to the Geospatial Information Office (GIO).
- The Geographic Information Officer position changed to Associate Director for Geospatial Information (ADGI) and Chief Information Officer.
- A new National Geospatial Programs Office (NGPO) established within the GIO. The office will oversee the entire portfolio of national geospatial programs for which the USGS has responsibility, including the Federal Geographic Data Committee, the Geospatial One Stop project, and the Department of the Interior Enterprise GIM activity.
- The National Map and the Cooperative Topographic Mapping (CTM) budget line and all the program work supported by that funding transferred to the NGPO.
- Program oversight for the Mapping Partnership Offices transferred to the NGPO. They will be renamed National Spatial Data Infrastructure (NSDI) Partnership Offices, expanded in scope, and will support the full suite of programs in the NGPO.
- EROS Data Center (EDC) elevated to the status of a “national capability.”
- In response to the National Research Council report on Research Opportunities in Geography at the U.S. Geological, the Geography Discipline will be reorganized to include the Geographic Analysis and Monitoring (GAM), Land Remote Sensing (LRS), and Science Impact (SI) programs that focus on USGS geography research and applications.

2. I-Teams

The Staff Coordinator and David Arbeit, with LMIC, are serving on a Minnesota Governor’s Council Committee responsible for consolidating all of Minnesota’s individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are in various stages of completion. The “wrapper” document which establishes the policy foundation for the data themes and identifies a number of organizational needs and objectives has been accepted by the Governor’s Council. The target is to consolidate all of the individual I-Plans into to a single document for submission to the federal Office of Management and Budget by fall 2004. The document also includes a strategy for next steps by Minnesota interests necessary to achieve the vision. A workshop will be hosted at the fall GIS/LIS Conference to share the vision for discussion with the broader community.

3. Successful PPGIS Conference held in Madison, WI

The 3rd Annual PPGIS (Public Participation GIS) Conference attracted over 150 people from around the world to Madison, Wisconsin this past July. Speakers from non-profit organizations, local government, and non-profit organizations discussed the use of GIS by community organizations and individuals. Over 50 presentations were made over the three days. Track meetings, focus groups and a closing session gave people time to discuss common issues and come to agreement on major themes and problems.

The program and discussion was organized into five tracks:

- Data, organizational, and policy issues affecting PPGIS practice
- PPGIS in rural and small communities
- PPGIS theory, science, and scientific methods
- PPGIS practice and implementation
- PPGIS in International Settings

Several papers described growing capability of municipal websites to provide customized maps. A paper from the Nonprofit Center of Milwaukee on harvesting parcel data from the city’s website so current city data can be merged with organization data. Another set of papers discussed the use of a

Planning Support Table, allowing people to work interactively around a 36x48 inch horizontal display.

Paper abstracts are available online at <http://www.urisa.org/PPGIS/2004/> and proceedings are available from URISA.org. Will Craig, U of MN CURA, will be presenting a larger overview at the GIS/LIS conference in St. Cloud. Jeff Matson from the Minneapolis Neighborhood Information System and Angie Lee from ESRI were on the conference planning committee.

h) County-based GIS User Group Activity

On August 26, each County GIS User Group was invited to share information about their respective activities. The following replies were received:

Hennepin County:

“We have updated our current MOIMS Internet site to ArcIMS utilizing the ArcSDE database engine to serve up the images, while adding new functionality and layers. Some of the new layers include aerial imagery, census information and environmental data. We have also developed an Intranet portal that will enable Hennepin County GIS users to access customized applications, allowing them the ability to perform GIS functions from any PC within the network. This will give the users more freedom and accessibility to GIS technology. With the input and assistance of other GIS users, we will be developing a central repository/clearinghouse of geospatial data, maps and GIS products available from county departments. These will be catalogued and described in a directory, and will be available for importation or download. Each department will be responsible for maintaining and updating their individual data sets and providing metadata.”

Ramsey County:

“Over the last few months the Ramsey County GIS User Group has carried out strategic planning for 2005 and beyond. The User Group, in partnership with the City of Roseville, continues to refine and expand the public online mapping website we built last year. Users can now link from our mapping website to property information at Ramsey County's RRInfo site (<http://rrinfo.co.ramsey.mn.us>), and vice versa. Other new features are in the works. Our Community GIS subcommittee, in collaboration with the University of Minnesota Center for Urban & Regional Affairs and other organizations, has applied for a federal Technology Opportunities Program (TOP) grant to build GIS datasets and tools to help communities analyze affordable housing needs in the metro area. We continue to drive toward our goal of building a comprehensive centralized address data repository for Ramsey County.”

Washington County:

The Washington County GIS User Group has been on hiatus this past year. However, the group is expected to resume meetings within the next few months. Look for an update on their activities in early 2005.