

**Meeting Summary  
MetroGIS Coordinating Committee  
Centennial Office Building – Room 302  
September 25, 2002**

**1. CALL TO ORDER**

Vice Chairperson Harper called the meeting to order at 2:08 p.m.

Members Present: *Business Geographics:* Steve Lehr (CB Richard Ellis); *Cities:* Don Cheney (AMM: core cities - City of St. Paul); Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin); Curt Peterson for David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington); Randy Knippel (Dakota); Gary Swenson (Anoka); Jim Hentges (Scott); *Federal:* Ron Wencil (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council); *Non-Profits:* Sandra Paddock (Wilder Research Center); *Schools:* Lee Whitcraft (TIES); *Special Expertise:* Brad Henry (URS/BRW); *State:* David Arbeit (LMIC), Joella Givens (Mn/DOT) and Bart Richardson (DNR); and *Utilities:* Al Laumeyer (Reliant Energy/Minnegasco).

Members Absent: *Academics:* Will Craig (U of M); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Metropolitan:* Eli Cooper (Metropolitan Council); *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

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

Visitors: Patrick Hamilton (CB-Richard Ellis); Mark Kill (Metropolitan Airports Commission); Jim Maxwell (The Lawrence Group), and Nancy Read (Metropolitan Mosquito Control District).

**2. ACCEPT AGENDA AND INTRODUCTION OF NEW MEMBERS**

The agenda was accepted with the following modifications: a) to add Item 5h: GIS Technology Demonstration Topic for October Policy board Meeting, b) consider Item 6c as 5i and c) add Item 5j- Homeland Security Conference Update.

**3. ACCEPT MEETING SUMMARY**

Member Knippel moved and Member Hentges seconded to approve the June 19, 2002 meeting summary as submitted. Motion carried, ayes all.

**4. SUMMARY OF JULY 30 POLICY BOARD MEETING**

Staff Coordinator Johnson summarized the actions taken by the Policy Board at its July 30, 2002 meeting.

**5. ACTION AND DISCUSSION ITEMS**

**a) Awards to MetroGIS**

Staff Coordinator Johnson commented on two awards recently received by MetroGIS from URISA and MnAPA and encouraged the members to review the application materials. They contain a summary of the MetroGIS's philosophy, accomplishments and benefits in one place.

Member Arbeit, speaking as a former national URISA board member, emphasized the prestige of receiving URISA's Exemplary Systems in Government (ESIG™) Award, Enterprise Systems category, noting that it has not been previously awarded to a Minnesota project and, to his knowledge, with the possible exception of a project from Wisconsin, it has not been awarded to a project in the Midwest. He stated that this award will bring a good deal of attention to MetroGIS and commended the Staff Coordinator for his advocacy via the application for this award.

**b) Election of Officers**

At the Vice Chairperson's suggestion and due to the absence of Chairperson Craig, the Committee agreed to defer its annual election of officers until the Committee's December meeting.

**c) MetroGIS 2003-2005 Business Plan**

Kathie Doty, Richardson, Richter & Associates, and member of the MetroGIS Staff Support Team, summarized: 1) the activity that led to the Business Planning document included in the agenda packet, 2) key assumptions set forth in the Executive Summary, 3) key challenges and strategies as directed by the Policy Board on July 30, 4) the operational impacts discussed in Section 4 of addressing the identified strategies, and 5) staff's recommendation to shift the funds currently paid directly to the counties to supplement county GIS programs to a pool of funds for GIS data and access enhancement needs of the broad MetroGIS community.

County representatives to the Coordinating Committee had met with staff prior to the Committee meeting and concluded that the proposed shift was in their collective best interests to efficiently accomplish projects of common benefit, but cautioned, that from a political perspective, the county boards may be opposed to the shift unless they maintain discretion on the projects that are funded. County staff cautioned that the county boards are not convinced that the investment in DataFinder and regional data solutions are sufficient to forego the payments they have received as an incentive to participate in MetroGIS. Staff stated that the concept needs more discussion but are comfortable accommodating the request for a county presence when deciding the projects, provided the funds are used for projects important to the broader MetroGIS community, such as enhancing data that are components of regionally significant datasets, improving access to regional significant data, and/or fostering collaboration on common GIS needs.

Harper requested that staff modify this section of the Plan and submit it for comment to the Committee members prior to submitting it to the Board for consideration. Knippel also requested an opportunity to review the appendices that were missing from the draft version.

**Motion:** Member Knippel moved and Member Henry seconded that the Coordinating Committee recommend that the Policy Board approve the MetroGIS 2003-2005 Business Plan, as presented to the Committee, subject to modifications to Section 4 to reflect the changes concerning the Data Maintenance Payments to counties agreed upon by the Committee. Motion carried, ayes all.

Staff agreed to provide the Committee an opportunity to comment on the modified Section 4 text and missing appendices before submitting the document to the Policy Board for review.

**d) Possible Expansion of Coordinating Committee Membership**

Staff Coordinator Johnson summarized a staff recommendation that the Committee consider expanding its membership to include additional regional government interests. He stated that the Metropolitan Airports Commission (MAC), the Metropolitan Mosquito Control District (MMCD), and the Metropolitan 911 Board had each been invited to submit a letter of interest to serve and that all three had expressed interest.

Mark Kill, with MAC, and Nancy Read, with the MMCD, introduced themselves and shared how their respective organizations are benefiting from MetroGIS and how their organizations might benefit the MetroGIS community. No one from the Metropolitan 911 Board was able to attend the meeting.

Mark Kill stated that on a daily basis he uses several of the regional datasets facilitated by MetroGIS's efforts, saving him time and money. Prior to the data sharing agreements that went into effect in 1997, MAC was required to purchase parcel data, which it now obtains free of charge as a result of MetroGIS. He also emphasized that MetroGIS's efforts to facilitate regional datasets (parcels, street centerlines, MCD boundaries, and orthoimagery) have been a real asset to fulfilling MAC's data needs and are the primary source for data used by MAC to decide how to allocate its noise mitigation funds. He stated his

great appreciation for MetroGIS's work to facilitate regional datasets, eliminating the need for him to "normalize" data received from each county prior to using it. He noted that the sound contour elevation data that MAC develops and maintains is available to those who have a need, and that his organization would consider partnering on data and access improvements through which they could benefit.

Nancy Read echoed Mr. Kill's statement about improved efficiencies due the data sharing agreements and regional data solutions facilitated through MetroGIS. She noted that detailed wetlands data maintained by the Board is available to the MetroGIS community.

Vice Chairperson Harper asked each candidate to leave the room.

Henry commented, and others concurred, that both MAC and the MMCD would be excellent voices from the user community's perspective because they are sophisticated users of GIS who clearly understand the benefits of collaboration. Knippel questioned how large the Committee can become without losing its ability to function. Staff commented that there is no limit specified in the Operating Guidelines and that the prevailing philosophy should be to ensure that all relevant and affected parties are at the table. Harper commented that in addition to the qualities noted by Henry, both are also likely rich resources concerning geodata applications, an area that MetroGIS may move into in the near future.

Cockriel suggested that Gopher State One Call might also be considered as a candidate for membership. The group concluded that it would be best to include them in peer review forums, but that their perspective is adequately represented by others already serving on the Committee.

**Motion** Henry moved and Laumeier seconded to invite the representatives from the MAC and MMCD to serve to the Coordinating Committee. Motion carried, ayes all. The candidates returned to the room and were informed that they had been invited to join the Committee. Both accepted.

Staff was directed to contact the Metropolitan 911 Board and invite a representative to attend the December Committee meeting if they still have an interest in serving on the Committee.

**e) Regional Parcel Dataset – Modifications to the Public Sector Policy Statement**

Mark Kotz, lead staff to the Technical Advisory Team (TAT), summarized a recommendation made by a workgroup of the TAT to add a 25<sup>th</sup> attribute to the regional parcel dataset specifications and to add language to clarify roles and responsibilities in accordance with direction received earlier from the Committee.

Vice Chairperson Harper thanked the workgroup for implementing the process of reviewing adopted policies and procedures for desired enhancements.

Knippel questioned whether the language clarifications should be included in the policy statement as they are operational in nature. The Committee concurred that to ensure that the policy matters are clearly stated in terms understandable to the Policy Board, the operational clarifications should be moved to an attachment and labeled as such. All agreed that a statement of the agreed upon clarifications is important to attach to ensure an accurate institutional memory. The Committee also concurred that the concept of a "procedural/operations" attachment to the policy statement should be shared with the Board for comment, and also to ask if the Board agrees to the Committee deciding modifications to the procedures (provided all parties are in agreement.)

**Motion:** Knippel moved and Henry seconded to recommend that the Policy Board amend the Regional Parcel Dataset Policy Statement to add a 25<sup>th</sup> attribute concerning multiple addresses on a single parcel and that the proposed procedural clarifications be moved to an appendix to the statement, which can be modified by the Coordinating Committee, provided all affected parties are in agreement. Motion carried, ayes all.

**f) Regional Street Centerline Dataset - Positional Accuracy and Maintenance**

Staff Coordinator Johnson commented that it had recently come to staff's attention that The Lawrence Group (TLG) was not receiving regular parcel data updates from the counties to be used expressly to update the spatial accuracy of the regional street centerline dataset as had been agreed upon several years ago when TLG's data was endorsed as the preferred source of data for address matching for the MetroGIS community. Staff also commented that in some cases, licenses had expired and the data was required to be returned. Staff also commented, that if access is not permitted to parcel data that the objective of interoperable regional datasets can not be achieved.

The Committee accepted staff's recommendation to forward this matter to the recently formed Data Producer Workgroup to resolve. The workgroup is comprised of representatives from each county.

**g) Participant Appreciation Event Update**

Staff Coordinator Johnson encouraged each member to RSVP if they plan to attend. He also briefly summarized the program.

**h) Demonstration Topic for October 22 Policy Board Meeting**

Henry asked the newest members from MAC and the Mosquito Control Board if they would like to share how they are benefiting from MetroGIS. Mark Kill, with MAC, volunteered to present a presentation that he prepared for the GIS/LIS conference. The Committee accepted and asked he could share the presentation with the chair and or staff before sharing it with the Board. He agreed to do so.

**i) Regional Parcel Dataset- Private Sector Version Regional Policy Statement**

Dave Drealan, Chair of the Data Producer Workgroup, summarized the workgroup's recommendation for the policy statement that sets at this time only the data specifications and roles and responsibilities for a regional parcel dataset for non-government interests. The recommended statement calls for the same data specifics and custodial roles as those that apply to the public sector version. Drealan commented that this effort will be more thorough than the process which resulted in the initial policies that have since been abandoned because of non-interest by the intended audience. He explained that the workgroup proposes Policy Board review if the Committee accepts the statement followed by approval by each county before the Board endorses as a regional policy.

**Motion:** Member Lehr moved and Member Whitcraft seconded to accept the Workgroup's proposal as submitted and recommend Policy Board acceptance for endorsement by each county. Motion carried, ayes all.

**j) Homeland Security Meeting Update**

Gelbmann reported that he had attended a meeting on September 18 in Washington D.C. hosted by federal agencies charged with collecting data pertaining to homeland security matters. He reported that the federal interests seemed more understanding of local and state data producer concerns and issues, and benefits of coordinating funding as a result of the meeting. An analogy to the federal interstate highways initiative was drawn where there is national objective, agreed upon standards, coordinated funding from federal, state and local interests and actual implementation at the local and state levels.

Knippel commented that he would like to see MetroGIS take a leadership role to help local emergency managers more effectively obtain the data they need (capacity of schools and Red Cross facilities for temporary shelters, location of utilities, backup generator locations and capacities). He volunteered to chair a workgroup to deal with Homeland Security data needs, which would seek to coordinate with the Metropolitan 911 Board and Gopher State One Call.

**6. PROJECT UPDATES**

**a) Priority Business Information Needs and Census Data Workgroups**

There was no discussion of this item.

**b) Enhancements to DataFinder Café / MN GeoIntegrator Project**

There was no discussion of the Café enhancements, but David Arbeit updated the Committee on a \$117,000 grant received by LMIC to expand the Café functionality statewide.

**7. INFORMATION SHARING**

There was no discussion of the items included in the agenda packet.

Member Lehr shared with the Committee that as a result of a pilot project in 2000-01 through which his firm (CB Richard Ellis) obtained free access to parcel data from Ramsey, Scott and Washington Counties, a real estate development valued at \$85 million dollars was secured in Ramsey County. Access to the data resulted in more certainty in the site selection process and their ability to move to closure more quickly.

**8. NEXT SCHEDULED MEETING**

December 18, 2002, 9:00-11:00 AM.

**9. ADJOURN**

The meeting adjourned at 4:16 PM.

Prepared by,

Randall Johnson *and* Steve Fester  
MetroGIS Support Staff Team