

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Room 209**  
**September 29, 2004**

**1. CALL TO ORDER**

Vice Chairperson Drealan called the meeting to order at 1:00 p.m. For the benefit of the newest member, John Slusarczyk with Anoka County, each of the other members was asked to state their name and the organization they represent.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin), Dave Drealan (Carver), John Slusarczyk (Anoka), Randy Knippel (Dakota), and David Claypool (Ramsey); *Federal:* Ron Wencil (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Nancy Pollock (Metropolitan 911 Board); *Schools:* Lee Whitcraft (TIES); *State:* Joella Givens (Mn/DOT), and Robert Maki (DNR); *Utilities:* Al Laumeier (CenterPoint Energy Minnegasco); *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Chet Harrison (CB Richard Ellis); *Cities:* Karen Johnson (AMM: core cities - City of St. Paul); *Counties:* Jane Harper (Washington), Jim Hentges (Scott); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Metropolitan:* David Bitner (Metropolitan Airports Commission), *Non-Profits:* Sandra Paddock (formerly with Wilder Research Center); *Special Expertise:* Brad Henry (URS Corp.) and *State:* David Arbeit (LMIC).

Support Staff: Steve Fester and Randall Johnson

Visitor: Gordon Chinander – Alternate for Metropolitan 911 Board.

**2. ACCEPT AGENDA**

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

**3. ACCEPT MEETING SUMMARY**

Givens moved and Read seconded to approve the summary for the Committee's June 23<sup>rd</sup> meeting, as submitted. Motion carried, ayes all.

**4. SUMMARY OF APRIL 28 POLICY BOARD MEETING**

Staff Coordinator Johnson summarized the major topics considered by the Policy Board at its July 28<sup>th</sup> meeting.

**5. ACTION AND DISCUSSION ITEMS**

**a) Third Generation Data Sharing Agreements – Status Report**

The Staff Coordinator summarized the contents of the staff report, noting most of the counties have communicated back to staff that they are comfortable with the agreement that Chairperson Reinhardt forwarded to each of the county representatives to the Policy Board on September 15<sup>th</sup>. He also asked the members if any of their organizations has identified any problem with the proposed user license that would preclude their organization from executing a license.

Maki asked why it has taken so long to negotiate this agreement when it is the third of such agreements. Staff noted that an objective that could not be achieved with the last agreement is still not resolved– the goal to reach consensus on a single license agreement and a single set of licensing procedures. The result with the last agreement was that one license document was implemented for all but Hennepin County. Users of the Regional Parcel Dataset also needed to obtain a separate license to access the parcel data produced by Hennepin County.

Givens commented that the MnDOT's legal staff had submitted comments early in MetroGIS's process and believes this version is acceptable to them. Givens commented that the originally proposed indemnification language would have precluded them from signing the document. Staff commented that the currently proposed language was shared with the MnDOT legal staff to ensure their concerns had been adequately addressed.

No other comments about the license that was included in the packet were offered by the members. The Staff Coordinator encouraged the members to communicate any major issues soon before the county boards begin to take formal action on the current version.

Read raised a question about the proposed process for the online licensure application as to determining who has authority to apply for a license on behalf of the Metropolitan Mosquito Control District. Staff commented that the process is still being prototyped but that if implemented as currently envisioned, would require identification of an authorizing authority who would, in turn, be contacted by email before the license application is processed to verify they have the authority to apply on behalf of the designated organization.

Staff concluded, noting that the goal is still to execute the proposed agreement by year-end and resume distribution of the Regional Parcel Dataset in January 2005. If this occurs, the Regional Mailing Label Application could also be launched in January.

**b) Regional Parcel Data Policy: Historical Versions Access Clarification**

The Staff Coordinator summarized the staff report. In response to a comment from Craig, the group concurred that the proposed language for Item 3 in Appendix B should be modified to read as stated in the following motion.

**Motion:** Read moved and Craig seconded to add to Item 3 to Appendix B as follows:

- “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 retain the end of calendar year quarterly update and make it available through MetroGIS DataFinder as historical data for that year. (*September 2004 Coordinating Committee clarification.*)”

Motion carried, ayes all.

*(Editor's Note: The Policy Board has granted authority to the Coordinating Committee to modify Operational/Procedural Clarifications without subsequent Policy Board approval provided the Committee's action is unanimous. Hence in this case, the approved modification was deemed as final action, resulting in a new version of the Regional Policy Statement – 2.01.)*

**c) Performance Measures – Data Anomaly Discussion**

Ideas were requested that might explain the large drop in DataFinder downloading activity experienced during the last reporting period. Givens and Read commented that when the larger spike in the prior reporting period is taken together with the lower than normal activity this time around, that the two average out to about normal. It was agreed to wait and see what the situation is following the next reporting period. The majority of data needs may have been met in the spring as opposed to over the summer.

**d) GIS Demonstration for the October Policy Board meeting**

Knippel volunteered to share Dakota County's GIS efforts for the GIS Technology Demonstration before the Policy Board on October 27<sup>th</sup>.

**Motion:** Craig moved and Pollock seconded to invite Dakota County GIS to share its efforts with the Board for the GIS Technology Demonstration at the October 27<sup>th</sup> Policy Board meeting. Motion carried, ayes all.

Craig mentioned for future options that two programs, headed up by folks at the U of M, may be worth the Committee's consideration – 1) an evacuation routing program that has been presented and was well received by elected officials on the national scene and 2) an NFS grant funded project involving analysis of historic census data. The Staff Coordinator also noted that if the agreements are in place, that the Regional Mailing Label application would be a good option for January, as Vice Chairman Kordiak was the initial impetus. The Committee was in general agreement regarding demonstrating the Mailing Label Application at the January 2005 meeting.

## **6. PROJECT UPDATES**

Each of the project managers summarized the information provided in the staff report. It was agreed that the Address and Highway workgroups should share communications on a regular basis.

## **7. INFORMATION SHARING**

Staff pointed out that a grant application has been made to Harvard's Government Innovations Program and that MetroGIS's efforts have been cited as an example in a recent publication of the OGC.

Wencl commented that the Census Modernization initiative is in full swing. Claypool and Knippel confirmed that Dakota and Ramsey Counties had shared data with the Bureau. There was general discussion about efforts to attempt to get the Bureau to use locally-produced data. No one was sure what local data the Bureau has agreed to use.

Wencl also reported that the 1-foot, color, orthoimagery flown in May for a portion of the seven county metro area should be available in November via the EROS Data Center.

Maki informed the group that the Data Deli will convert to an OGC compliant WMS format in the next few weeks.

Claypool reported that he recently attended a NACO event and found the elected officials interested and a strong advocate for GIS needs.

Vice-Chairperson Drealan reminded the group that officers are scheduled to be elected at the next meeting and to be thinking about whom they would like to see as the new leadership.

## **8. NEXT SCHEDULED MEETING**

December 15<sup>th</sup> at 1:00 p.m.

## **9. ADJOURN**

Givens moved and Henry seconded to adjourn at 2:40 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff