



**Policy Board Members:**

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Patrice Bataglia,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Antoinette Johns,  
TIES

Randy Johnson,  
Hennepin County

Gary Schiff,  
City of Minneapolis  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Bob Vogel,  
Scott County

Tony Pistilli,  
Metropolitan Council

**Coordinating Committee**

Jane Harper,  
Chairperson  
Washington County

Dave Drealan,  
Vice-Chairperson  
Carver County

**Staff Coordinator**

Randall Johnson,  
Metropolitan Council

**Wednesday, July 30, 2003**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

- |  |                                   |
|--|-----------------------------------|
| <b>1. Call to Order</b>  |                                   |
| <b>2. Accept Agenda</b>  |                                   |
| <b>3. Accept Meeting Summary</b>   | <u>Page</u>                       |
| a) April 30, 2003  | action 1                          |
| <b>4. Overview of MetroGIS</b>   | 5                                 |
| <i>Vision, Functions, Agreements, Benefits, and Accomplishments</i>            |                                   |
| <b>5. GIS Technology Demonstration:</b>  | 11                                |
| <i>Community GIS also known as Public Participation GIS</i>                    |                                   |
| <b>6. Action/Discussion Items</b>  |                                   |
| a) Highway and Road Networks Solution - Partnership with Mn/DOT                | action 13                         |
| b) Geospatial Data Theme Categories - Modifications Directed by the Board      | action 14                         |
| c) Planned Land Use Solution - Modifications to Roles and Responsibilities     | action 18                         |
| <b>7. Major Activity Update</b>  | 23                                |
| a) Regional Mailing Label Application  |                                   |
| b) Enhancements to MetroGIS DataFinder / Coordination with MN GeoIntegrator    |                                   |
| c) Collaborative Parcel Data Distribution Strategy – Non-Government Access     |                                   |
| d) Data Sharing Initiative With Utilities                                      |                                   |
| e) Talks with Collar Counties Proposed to Foster Sharing Data                  |                                   |
| f) Priority Common Information Need Solutions                                  |                                   |
| • <i>Emergency Management Workgroup</i>  |                                   |
| • <i>Existing Land Use Workgroup</i>   |                                   |
| • <i>Lakes and Wetlands Workgroup</i>  |                                   |
| • <i>Socioeconomic Characteristics of Areas Workgroup</i>                      |                                   |
| <b>8. Information Sharing</b>  | <b>(Distributed via Internet)</b> |
| a) Cost Saving Measures Instituted   |                                   |
| b) 2002 Annual Report and Promotional Brochure                                 |                                   |
| c) New Coordinating Committee Members - Assoc. of Metro Municipalities and DNR |                                   |
| d) Outreach Activities   |                                   |
| e) Related State Geospatial Data Initiatives Update                            |                                   |
| f) Related Federal/National Geospatial Data Initiatives Update                 |                                   |
| g) June 18th Coordinating Committee Meeting Minutes                            |                                   |
| <b>9. Next Meeting</b>   |                                   |
| October 29, 2003   |                                   |
| <b>10. Adjourn</b>   |                                   |

### **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 easily usable.”*

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**April 30, 2003**

**1. CALL TO ORDER & INTRODUCE NEW MEMBER**

Vice Chairperson Kordiak called the meeting to order at 6:30 p.m.

Members Present: Terry Schneider (AMM-City of Minnetonka), Jim Kordiak (Anoka County), Gary Delaney (Carver County), Janice Rettman for Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Dick Carlstrom for Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Patrice Bataglia (Dakota County), Dennis Hegberg (Washington County), Randy Johnson (Hennepin County) and Gary Schiff (AMM-City of Minneapolis)

Coordinating Committee Members Present: David Arbeit, Bill Brown, David Claypool, Will Craig, Dave Drealan (Vice-Chair), Rick Gelbmann, Jane Harper (Chair), Brad Henry, Randy Knippel, Nancy Read, and Ron Wencil.

Support Staff: Randall Johnson, Steve Fester, and Mark Kotz.

Visitors: Ann Beckman (Policy Board Alternate - Metropolitan Council), Gary Criter (Minneapolis), and Jeff Matson (CURA)

Vice Chair Kordiak introduced Council Member Pistilli, recently appointed to represent the Metropolitan Council on the Policy Board and invited each of the members and staff to introduce themselves.

**2. ACCEPT AGENDA**

Member Delaney moved and Member Fiskness seconded to accept the agenda, as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Fiskness moved and Member Vogel seconded to approve the summary of the January 29, 2003 meeting as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Nancy Read, Technical Leader for the Metropolitan Mosquito Control District (MMCD), shared how the District uses GIS and how it has greatly improved its efficiency as a result of the existence of MetroGIS. Prior to MetroGIS, Ms. Read explained that the MMCD relied upon its field staff to update its 2600 field maps by hand with colored pencils and light tables over the winter months. At best 1/5<sup>th</sup> of these maps could be updated. Since the arrival of MetroGIS's regional data solutions for parcel and street centerline data, streamlined data licensing, and one-stop access via DataFinder over the Internet, plus access to orthoimagery acquired by the Metropolitan Council, the MMCD now is able to print updates of all 2600 field maps in approximately week. In addition to greatly improving staff efficiencies, the data sharing fostered by MetroGIS has also saved the District over \$10,000, thus far, in data purchase expenses.

Use of GIS technology by the MMCD permits storage of significantly more data in a readily retrievable format about each of the 70,000+/- wetlands mapped by the District; data which are available for use by other interests. Access to the regional street centerline, and jurisdictional boundaries databases also make it possible to quickly address-match and map a variety of incident data, e.g., location of victims of mosquito borne disease, as well as, improve efficiencies for reporting to the Department of Agriculture. Ms. Read commented that the District would like to be able to associate their wetlands data with real-time meteorological data (rainfall) to quickly identify changes in wetland water level – a primary factor for

hatching of dormant mosquito eggs. This is important because they only have a few days after a rainfall to control the mosquitoes in the larval stage (before they emerge as adults), the most effective of the options to control mosquitoes. She encouraged MetroGIS to investigate whether real-time weather data might be a prospective candidate for a regional collaboration and, if so, the MMCD would be very interested in participating and further noted that the MMCD has been investigating the services provided by Meteorologix, a national firm with offices in the Twin Cities that is a leader in the weather data industry. She also encouraged MetroGIS to investigate the possibility of a regional program to acquire and sustain compatible Digital Elevation Map (DEM) data for the entire metro area both for its own use and for improving accuracy of orthophotography.

Ms. Read concluded her comments with two statements. First, the MMCD is willing to share their wetlands database and is currently participating on the MetroGIS Hydrology Information Needs Workgroup to see how these data might be integrated into a region lakes and wetlands solution. Second, she thanked MetroGIS for fostering an environment where knowledge sharing among disparate interests is now common place, further noting that for small organizations, such as the MMCD, the ability to learn from others and to leverage public investment is very important.

In response to a question from Vice Chair Kordiak, Ms. Read explained that access to 2-foot or better elevation data, gained through a DEM, improves the MMCD's ability to distinguish primary wetland/depression habitat ideal for mosquito breeding and landscape features preferred by adult mosquitoes. This comment led to a comment by David Claypool about Legislation introduced this year to fund a 22-county pilot project that would investigate options for a statewide DEM, as well as, leverage significant funding from FEMA. Although, the project was well received by legislators and the huge pay back was well understood, the pilot was not selected for funding this year.

Member Delaney asked Ms. Read if the MMCD would be open to training and providing oversight to employees of local government to supplement the MMCD field staff. She noted the proposal has merit and is worth looking into.

Member Vogel commented a DEM had just completed for all or part of Scott County and he encouraged Ms. Read to contact him about possibility obtaining access.

Board members thanked Ms. Read for her presentation.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Election of Officers**

Vice Chairperson Kordiak commented that both he and Chairperson Reinhardt, who could not attend this meeting, would be willing to continue to serve as officers if the members so desire.

Member Schneider moved and Member Fiskness seconded to elect Member Reinhardt by acclamation to serve as Chair of the Policy Board. Motion carried, ayes all.

Member Delaney moved and Member Vogel seconded to reelect Member Kordiak to serve as Vice Chair of the Policy Board. Motion carried, ayes all.

### **b) 2003 Budget and Work Planning Update**

Staff Coordinator Johnson summarized the effects of the recent budget cuts that were incurred as part of the Metropolitan Council's efforts to comply with a directive from the new administration. He noted that work on identifying regional solutions should not be substantially affected and that a pending partnership with the MN Land Management Information Center (LMIC) holds promise to accomplish desired improvements DataFinder Café that MetroGIS can no longer adequately fund on its own. He summarized a couple of medium-priority activities that were postponed to achieve the budget targets for 2003. Johnson concluded his remarks by stating that negotiations will begin soon on 3<sup>rd</sup> generation data sharing agreements with the counties. Funding connected with these agreements comprises a substantial portion

of the non-staff funds that have, in the past, been available to MetroGIS to improve access to and quality of data commonly needed by the MetroGIS community.

**c) Best Practices Policy Endorsement – ISO Geospatial Data Theme Categories**

Coordinating Committee Chair Harper introduced the Coordinating Committee’s recommendation that the Policy Board endorse the proposed ISO Geospatial Data Theme Categories as a best practice for the MetroGIS community. She commented that MetroGIS stakeholders who have not developed data catalogs will be able to take advantage of this well thought-out scheme that, if used widely, could make data discovery easier by having a similar look and feel to the cataloging scheme. She concluded her introductory comments by stating that she looks to MetroGIS for leadership in areas of common needs such as this and that she will promote use of this scheme in Washington County’s data catalogue to save time and effort.

Mark Kotz, MetroGIS Technical Support Staff, then explained that MetroGIS and LMIC had collaboratively derived the proposed categories from the national/international standard, and had maintained consistency with the standard with the modifications made to address local needs; that the primary use for the MetroGIS community would be the data catalogue associated with MetroGIS DataFinder; that endorsement as a best practice by the Policy Board would involve sharing the data categorization scheme for voluntary implementation by any stakeholder who wished to use it for their internal needs; and how stakeholder interests might use this categorization scheme to address their own needs, using a library metaphor.

Members Schneider and Rettman commented that more user-friendly descriptors, understandable by non-technical individuals, should be provided for the “cadastral” and “elevation and derived products” categories. Board members agreed.

**Motion:** Member Schneider moved and Member Fiskness seconded that the Policy Board endorse the table of International Standards Organization (ISO)-based themes, dated June 6, 2002, for categorizing geospatial data and related metadata and promote them for use by the MetroGIS community, with the understanding that the Coordinating Committee will provide a layperson’s description for the “cadastral” and “elevation and derived products” categories. Motion carried, ayes all.

The Board concurred that the modified version need not come back to Board prior to promoting its use among MetroGIS stakeholders.

**d) Meeting Schedule**

Vice Chair Kordiak summarized the survey information provided in the agenda materials. After some discussion, the members concluded that the current 6:30 p.m. start time is the best fit considering several factors, including avoiding, to the extent possible, traveling in rush hour traffic.

The previously scheduled July 30<sup>th</sup> and October 29<sup>th</sup> meeting dates also were not changed.

**e) Major Project - Progress Reports and Discussion**

Several members of the Coordinating Committee summarized information about eight projects/workgroup activities that was provided in the agenda material.

Comments from members that resulted in further direction or discussion were as follows:

- Member Rettman inquired whether the workgroup that is pursuing a regional mailing label application had thought about the pros and cons of offering access to organizations that do not currently have access to the regional parcel dataset. Dave Drealan, who chairs the workgroup, noted that the workgroup’s goal is to figure out whether the application can be provided to government organizations before it takes on a broader initiative and, if so, then seek further direction from the Board at that time.

- Board members were supportive of the Emergency Management workgroup's goal to build relationships between emergency management and GIS personnel to enable GIS personnel to better understand the data, analysis, mapping, etc. needs of emergency managers and to convey to emergency managers that significant resources are already in place. There was also concurrence with the workgroup's objective to seek out recognition of the value of the GIS technology by senior emergency managers within the key state organizations, as well as their promotion of these resources as a valuable asset among emergency managers at the local level.

Member Schneider commented that a current high priority of the MN Cities Insurance Trust is risk management, noting that funding might be available for workgroup activities consistent with the risk management objectives of the Trust.

- Following an update by Coordinating Committee Chair Harper on regional data solutions in progress, Board members acknowledged that given the number of new members, a summary of the functions and philosophies that comprise MetroGIS's core efforts would be desirable. It was decided that a short presentation would be made at a Board meeting, possibly the July meeting, and that if the members wanted additional detail that a workshop could be considered.

#### **6. INFORMATION ITEMS**

Vice Chairperson Kordiak asked the members to review, on their own, the other information sharing items written about in the agenda packet.

#### **7. NEXT MEETING**

The next meeting is scheduled for July 30, 2003.

#### **8. ADJOURN**

Member Schneider moved and member Fiskness seconded to adjourn at 8:15 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Overview of MetroGIS:  
*Vision, Core Functions, Agreements, Results, and Benefits*

**DATE:** July 7, 2003  
*(For the Jul 30<sup>th</sup> meeting)*

### **INTRODUCTION**

The Policy Board, at its April 30<sup>th</sup> meeting, asked staff to prepare a short presentation for the July meeting to summarize MetroGIS's core functions and its underlying philosophies. This request came during the Major Projects Update at the April Board meeting. Several members agreed that a better understanding of the philosophies that underpin MetroGIS's core functions was desired to help them fully grasp the importance of the projects/activities currently in progress.

### **PRESENTATION TOPICS**

Topics that will be briefly touched on are as follows:

- Reasons why MetroGIS came into existence
- The vision statement, which has been in effect and unchanged since February 1996
- Guiding principles
- Stakeholder community
- Organizational structure
- Priority functions / services
- Results and benefits
- Budget and resources

If you would like any other topics covered in the presentation, please contact the Staff Coordinator.

### **SUPPLEMENTAL REFERENCE MATERIALS**

In addition to a copy of the presentation slides that will be handed out at the meeting for future reference, the following supplemental reference materials are attached for the Board's information:

- One-page summary of MetroGIS's objectives
- Roles and responsibilities balance sheet
- Listing of endorsed regional datasets
- Listing of endorsed standards/best practices
- One-page summary of MetroGIS DataFinder's features

### **RECOMMENDATION**

No action requested.

# MetroGIS

Cooperation, Coordination, Sharing Geographic Data



## SUMMARY STATEMENT

### Introduction

MetroGIS is an award-winning, regional geographic information systems initiative. Its core stakeholders are the over 300 local and regional government organizations that serve the seven county Minneapolis-St. Paul Metropolitan Area, with partners in state and federal government, academic institutions, nonprofit organizations and businesses. Through MetroGIS's efforts, regional solutions to common geospatial program needs are identified and resources are leveraged to implement widely supported solutions, which promote and facilitate widespread sharing of geospatial data.

### Mission

The mission statement for MetroGIS is "to 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". The desired outcomes of MetroGIS's efforts include:

- Improved participant operations
- Reduced costs
- Improved support of cross-jurisdictional decision-making

Through these outcomes, the ultimate goal of the MetroGIS initiative is to sustain GIS collaboration with within the Minneapolis - St. Paul Metropolitan Area to measurably improve effectiveness in achieving livable community goals, enhance the quality of life of the area's residents, and improve the region's economic competitiveness.

### Major Functions

- Support a "forum" to foster coordination through knowledge sharing and use of best practices.
- Facilitate effective long-term solutions to priority common information needs - *regional datasets*.
- Support an efficient mechanism for Internet-based data discovery and retrieval - *MetroGIS DataFinder*.

### Distinguishing Characteristics

- Forum to foster collaboration on a breadth of common geospatial program needs - *more than just data*.
- Unincorporated organization - *no mandate or legal standing*.
- Can not own data, receive, or spend funds- *rely on stakeholders*.
- Elected officials comprise the Policy Board - *unprecedented*.
- Consensus-based decisions on matters fundamental to success.
- Voluntary compliance with endorsed policies/procedures.
- Refining and testing the NSDI Area Integrator concept.

### For more information:

- MetroGIS Staff Coordinator:  
Randall Johnson - 651-602-1638, [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us)
- General email contact: [metrogis\\_contacts@metc.state.mn.us](mailto:metrogis_contacts@metc.state.mn.us)
- General information website: [www.metrogis.org](http://www.metrogis.org)
- MetroGIS DataFinder (Node of National Geospatial Data Clearinghouse): [www.datafinder.org](http://www.datafinder.org)

# MetroGIS

## Roles and Responsibilities Balance Sheet

Function Performed	Custodian / Steward <sup>(1) (2)</sup> <i>Accepted Role On behalf of the Community</i>	
<b>1. General Collaboration and Coordination</b>  <i>Staffing and funding to support forums and workgroups to define common needs and collaborative solutions, perform satisfaction monitoring, foster use of endorsed best practices, fund partnership agreements, support decision-making processes, etc</i>	Metropolitan Council	
<b>2. MetroGIS DataFinder</b>  <i>Staffing and funding to support Internet-Based Tool for Search and Discovery of Commonly Needed Geospatial Data for MetroGIS community</i>	Metropolitan Council	
<b>3. Regional Data Solutions</b>  <i>Staffing and funding to develop, maintain, and document Regional Data Solutions to Priority Common Information Needs as of July 2003:</i>	<b>Primary Producer</b>	<b>Regional Producer/Aggregator</b>
<b>a. Addressable Street Centerlines</b>	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
<b>b. Census Geography</b> (aligned with parcel and street centerlines) 1990 and 2000 Datasets	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
<b>c. Jurisdictional Boundaries</b> (aligned with parcels and street centerlines) <i>Cities and counties</i> <i>School districts (policy pending)</i> <i>Watershed Districts (policy pending)</i>	Counties	Metropolitan Council
<b>d. Land Cover</b>	20+ diverse government, academic, and private sector entities	Mn DNR
<b>e. Parcels</b>	Counties	Metropolitan Council
<b>f. Planned Land Use</b>	Cities	Metropolitan Council
<i>(Custodial Policies Pending)</i> <b>Emergency Management</b> <b>Existing Land Use</b> <b>Highway and Road Networks</b> <b>Hydrology - Lakes and Wetlands</b> <b>Land Regulations</b> <b>Rights to Property</b> <b>Socioeconomic Characteristics of Areas</b>		

(1) For links to the listings of specific roles and responsibilities for each endorsed regional dataset go to [www.metrogis.org/data/index.shtml](http://www.metrogis.org/data/index.shtml).

(2) Since 1997, the seven counties have agreed to share their parcel data with other government and academic entities that serve the Metro Area as a component of Data Sharing Agreements executed with the Metropolitan Council. For more information see [www.metrogis.org/about/history/sharing.sh](http://www.metrogis.org/about/history/sharing.sh)



## MetroGIS Endorsed Regional Datasets

### Introduction

A central focus of MetroGIS's work is to identify common information needs of its stakeholder community who serve the Minneapolis/St. Paul Metropolitan Area and facilitate long-term support of regional solutions to meet these common information needs. Elements of the National Spatial Data Infrastructure (NDSI) vision<sup>1</sup>, such as the area integrator, framework themes, framework functions, and skylines concepts, are embedded in the philosophy that underlies MetroGIS's "endorsed" regional solutions.

### What is Meant by "Endorsed"?

The MetroGIS Policy Board provides a political "reality check" when it endorses desired specifications for geospatial data commonly needed by the MetroGIS data-user community at the conclusion of a broadly participatory and replicable process. These commonly needed data are referred to as "regional data". Another component of the Policy Board's endorsement action involves roles and responsibilities for primary and regional custodians of these data and any related agreements with specified organizations to carry out the desired tasks. In addition, endorsement of a regional dataset involves guidelines for access, content, and distribution of the dataset. For more information about MetroGIS's regional datasets, please see <http://www.metrogis.org/data/index.shtml>.

### What Endorsed Regional Data Solutions Are Currently Available? (as of May 2003)

- 1990 Census Boundaries
- 2000 Census Boundaries
- Addressable Street Centerlines
- County/Minor Civil Division (MCD) Boundaries
- Land Cover
- Parcels
- Planned Land Use

### What are the Benefits of Regional Data Solutions?

- Regional endorsed solutions work together. Their interoperability saves substantial time and effort for setup prior to use.
- Standardized capture and reporting of endorsed data permits easy "apples-to-apples" comparisons regionwide.
- Builds trust in the data as the go-to source and over time higher quality data at less cost is the result.
- Use of endorsed data focuses debate on issues and not competing data sources.
- Leverage resources or share costs of enhancements to data which are important to the community.
- Accessible free via Internet for as many solutions as possible.

For more information see <http://www.metrogis.org/data/about/index.shtml>

<sup>1</sup> A comprehensive explanation of the National Spatial Data Infrastructure (NDSI) is provided in the NDSI Framework Handbook, which can be viewed at <http://www.fgdc.gov/framework/frameworkintroguide>.



## **MetroGIS Data Standards/Guidelines and Best Practices**

### *To Improve Ease of Sharing Commonly Needed Data*

#### **Introduction**

The MetroGIS Policy Board has endorsed the following GIS-related data standards and guidelines and encourages the MetroGIS community to incorporate them into their daily GIS procedures as "best practices" so that commonly produced data, by multiple interests, can be more easily shared.

The following pages contain descriptions of each best practice listed below, including information about when it was adopted or endorsed, where to obtain related information, and a contact person. These best practices are in addition to standards and guidelines that may be included in each specific data theme adopted by MetroGIS (listed in a companion summary document).

#### **Best Practices**

- Thematic Data Categories
- Metadata Guidelines
- Metro-Wide Coordinate System
- National Standard for Spatial Data Accuracy (NSSDA)

#### **Data Content Standards**

- Address Guidelines and Issues for Working with Address Data
- County and Minor Civil Division Coding Exchange Standards
- Minnesota Land Cover Classification System (MLCCS)
- Regional Planned Land Use Coding Scheme and Dataset
- Unique Parcel ID Guidelines



# MetroGIS DataFinder<sup>SM</sup>

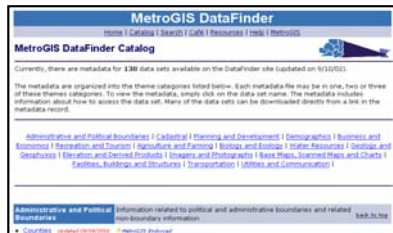


<http://www.datafinder.org>

DataFinder is a website designed primarily to expedite sharing of GIS data among local and regional government organizations that serve the Minneapolis-St. Paul Metropolitan Area (Twin Cities) of Minnesota. The website has a suite of tools specifically designed for discovering and downloading geographic data.

- DataFinder is available as a data discovery and distribution option for any organization that produces GIS data pertaining to the Twin Cities and wishes to share it with others.
- Metadata are provided in FGDC-compatible format. DataFinder is a National Spatial Data Infrastructure (NSDI) Clearinghouse node, so metadata are searchable via any affiliated Clearinghouse search engine.
- DataFinder uses Minnesota Geospatial Data Theme Categories based on ISO 95115 (official state, federal and international categories).
- Data are downloadable via FTP or by creating custom bundles using DataFinder Café.
- MetroGIS-endorsed regional data solutions are quickly identifiable.
- Map services are available for direct use of data in GIS software or web applications. DataFinder offers OGC-compliant Web Mapping Services (WMS) and ArcIMS map services. By using map services, the most recent data available on DataFinder can be accessed without having to download, maintain and store the data on a local system.

## Website Features



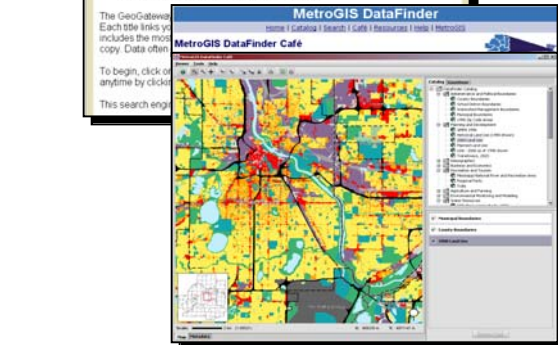
### **DataFinder Catalog**

The catalog provides a list of available datasets by theme categories. Each item in the catalog links to a standardized metadata record that allows the user to evaluate the dataset for their use. Many of the datasets can be downloaded in their entirety via an FTP link in the metadata record.



### **DataFinder Search**

The search tool allows a search of metadata by keyword and/or location. DataFinder is a registered NSDI Clearinghouse node.



### **DataFinder Café**

The Café enables users to browse GIS data and interactively clip datasets to user-defined areas for download. Users may download the data in one of several common GIS data formats offered by Café.



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*Community GIS also known as Public Participation GIS*

**DATE:** July 7, 2003  
*(For the Jul 30<sup>th</sup> meeting)*

### **INTRODUCTION**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each Board meeting. For the Policy Board's July meeting, the Coordinating Committee invited Jeff Matson to talk about Community GIS activities in the Twin Cities Metropolitan Area and how these efforts are benefiting from MetroGIS's efforts.

Jeff Matson received a Master of GIScience degree from the University of Minnesota in 1999. Since October 2000, he has been the Project Coordinator of the Minneapolis Neighborhood Information System (MNIS), a GIS support and capacity building effort sponsored in part by the University of Minnesota in partnership with the City of Minneapolis. Prior to his current position at the University of Minnesota's Center for Urban and Regional Affairs, he worked with GIS at the Metropolitan Area Research Corporation.

### **COMMUNITY GIS – WHAT IS IT?**

Community GIS, also referred to as Public Participation GIS (PPGIS), is a rapidly expanding application area that seeks to use GIS as a tool in supporting local decision-making. This presentation will highlight the current state of community GIS, with a focus on the Twin Cities region. Minneapolis and St. Paul community groups have been involved in GIS efforts for some time and other communities in the Metro are becoming interested in the applications of GIS. Examples of GIS projects from Minneapolis neighborhoods and Eureka Township (Dakota County) will be presented, and larger issues affecting PPGIS (barriers to access, data issues, partnerships, the role of local governments) will be touched on.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

(Refer to the listing on the next page.)

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

### Past Demonstrations

- Jan. 1997: Benefits from GIS in general and uses being made all classes of stakeholders represented on the Policy Board.
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Nov. 1998: Orthoimagery and its Uses
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Jul. 1999: Presentation to U.S. House of Representatives Subcommittee on June 9th
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 2000: DataFinder and Metropolitan Council's Internet-based Existing Land Use Application
- Oct. 2000: North Metro I-35W Corridor Coalition Socio-Demographic Data Initiative
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Apr. 2001: LMIC's MetroViewer (EPPLviewer) using datasets made available via MetroGIS' efforts
- Jul. 2001: MetroGIS capabilities current and proposed for data discovery and acquisition via the Internet
- Oct. 2001: TIES - How school districts have benefited from the presence of MetroGIS.
- Jan. 2002: Paul Olson shared his experience as a GIS professional responding to the World Trade Center tragedy at Ground Zero.
- Apr. 2002: Each of the seven counties summarized their respective GIS programs
- Jul. 2002: Rollout of DataFinder Café, MetroGIS's state-of-the-art data distribution tool
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jan. 2003: Carver and Washington Counties' use of GIS for Emergency Management
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Highway and Road Networks Solution – Partnership with MnDOT

**DATE:** July 9, 2003  
(For the Jul 30<sup>th</sup> meeting)

## **INTRODUCTION**

The Coordinating Committee seeks Policy Board ratification of its conclusion that MetroGIS should partner with Mn/DOT to refine their Highway and Road Networks standard, ensuring that it addresses related local government needs.

The Policy Board's formal endorsement will not be sought until the Coordinating Committee is comfortable that all aspects of the proposed standard are consistent with the needs of the MetroGIS community. Examples of pending modifications and refinements include: defining core attributes, resolving data inconsistencies, and developing a data management and collection system for elements more important to local governments than to Mn/DOT.

Representatives from the Highway and Road Networks Workgroup and Mn/DOT will be present to answer any questions the Policy Board may have.

## **COORDINATING COMMITTEE CONSIDERATION**

On June 18<sup>th</sup>, the Coordinating Committee considered this recommendation of the Highway and Road Networks Workgroup to partner with Mn/DOT. The Committee concurred that partnering to refine the scheme would be the most efficient way for MetroGIS to address this priority information need. Through the workgroup's efforts, Mn/DOT offered this partnership opportunity to test and refine the solution. Mn/DOT is interested in leveraging the unified voice that MetroGIS can garner for local government needs.

## **CORE CONCEPTS AND BENEFITS -- PROPOSED HIGHWAYS AND ROADS DATA CONTENT STANDARD**

Mn/DOT's Location Data Manager (LDM) project is based on Anchor Points, or unique road intersections; and Anchor Segments, which are the sections of road between Anchor Points. The key to making the LDM a truly sharable and scalable system is the ability to have multiple cartographic representations of each Anchor Segment. As long as a data producer uses the Anchor Point IDs assigned by Mn/DOT, they can have cartographic representations that are more or less accurate than other datasets. Attributes can be linked between datasets, encouraging the sharing of a wide variety of datasets that are developed at various scales and for various purposes. Mn/DOT's work has evolved from and has substantively influenced a proposed national standard and appears to be consistent with the MetroGIS's needs, but further testing and refinement are needed prior to implementation.

## **RECOMMENDATION**

That the Policy Board ratify the Coordinating Committee's conclusion that MetroGIS should accept a partnership invitation from Mn/DOT to jointly refine a Highway and Road Networks standard that Mn/DOT developed and ensure related local government needs are adequately addressed by the proposed standard.



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Geospatial Data Theme Categories

**DATE:** July 7, 2003  
(For the Jul 30<sup>th</sup> meeting)

### **INTRODUCTION**

The Coordinating Committee is seeking Policy Board ratification of changes it has made to the Geospatial Data Theme Categories names and definitions standard, as directed by the Policy Board at its April meeting.

### **PAST BOARD ACTION**

At its April 30<sup>th</sup> meeting, the Policy Board endorsed, as a best practice for the MetroGIS community, a standard for categorizing geospatial data themes, subject to making the names of two of the categories -- a) Cadastral and b) Elevation and Derived Products -- more meaningful to the layperson. The Policy Board authorized the changes to be put into effect immediately upon approval by the Coordinating Committee.

On June 18<sup>th</sup>, the Coordinating Committee unanimously approved modifications to the category names to address concerns raised by the Board as follows:

“Elevation and Derived Products” changed to “Elevation”. The “Derived Products” wording was the part that was problematic for the Policy Board. This wording was added by the FGDC to the ISO standard to make it clear that things like slope data belong in this category. “Derived data” was added to the definition instead.

“Cadastral” changed to “Land Ownership”. While the term “Cadastral” clearly describes this category, few people are familiar with this term. The term “Land Ownership” carries much more meaning. We also considered the terms “Parcel” and “Land Parcel”, but concluded that so many concepts and definitions for “Parcel” exist that this term would be problematic.

The modified version of the actual descriptions, dated June 18, 2003, is attached and is also posted at <http://www.metrogis.org/data/standards/index.shtml#datafinder>

### **RECOMMENDATION**

That the Policy Board ratify changes made to the Geospatial Data Theme Categories names and definitions by the Coordinating Committee as described herein and as previously directed by the Policy Board.

**DataFinder Theme Categories**  
**Derived from Minnesota Geospatial Data Categories**  
**Based on ISO 19115 Topical Category Definitions**

<b>Minnesota Category Name</b>	<b>Minnesota Definition</b>	<b>Data Finder ID</b>	<b>Keywords</b>	<b>ISO Code</b>	<b>ISO Topic Category Name</b>	<b>ISO Definition</b>	<b>FGDC Topic Category Name</b>
<b>AGRICULTURE AND FARMING</b>	Information related to the rearing of animals and/or cultivation of plants	010	agriculture, irrigation, aquaculture, plantations, herding, pests and diseases affecting crops and livestock	001	Farming	rearing of animals and/or cultivation of plants	Agriculture and Farming
<b>BIOLOGY AND ECOLOGY</b>	Flora and/or fauna in natural environments	020	wildlife, vegetation, biological sciences, ecology, wilderness, sealift, wetland ecology, habitat	002	Biota	flora and/or fauna in natural environment	Biologic & Ecologic Information
<b>ADMINISTRATIVE AND POLITICAL BOUNDARIES</b>	Information related to political and administrative boundaries and related non-boundary information	030	political and administrative boundaries, counties, cities and townships, voting districts and polling places, neighborhoods, zip codes	003	Boundaries	legal land descriptions	Administrative and Political Boundaries
<b>ATMOSPHERE AND CLIMATE</b>	Processes and phenomena of the atmosphere	040	cloud cover, weather, climate, atmospheric conditions, climate change, precipitation	004	Climatology, Meteorology, Atmosphere	processes and phenomena of the atmosphere	Atmospheric and Climatic Data
<b>BUSINESS AND ECONOMICS</b>	Economic activities, conditions and employment	050	production, labor, revenue, commerce, industry, tourism and ecotourism, forestry, fisheries, commercial or subsistence hunting, mineral exploration, oil exploration, gas exploration	005	Economy	economic activities, conditions and employment	Business & Economic Information
<b>ELEVATION AND DERIVED PRODUCTS</b>	Height above or below sea level	060	altitude, bathymetry, digital elevation models, slope, derived products	006	Elevation	height above or below sea level	Elevation & Derived Products
<b>ENVIRONMENTAL MONITORING AND MODELING</b>	Environmental resources, protection and conservation	070	environmental pollution, waste storage and treatment, environmental impact assessment, monitoring environmental risk, nature reserves, landscape, water quality	007	Environment	environmental resources, protection and conservation	Environmental Monitoring & Modeling
<b>GEOLOGY AND GEOPHYSICS</b>	Information pertaining to the sciences dealing with the composition, structure and origin of the earth's rocks	080	geophysical features and processes, geology, minerals, risks of earthquakes, volcanic activity, landslides, gravity information, soils, permafrost, hydrogeology (groundwater), erosion	008	Geoscientific Information	information pertaining to earth sciences	Geologic & Geophysical Information
<b>HUMAN HEALTH AND DISEASE</b>	Health related information including health services, human ecology, and safety	090	Disease, illness, health, hygiene, substance abuse, mental health, physical health, health care providers	009	Health	health, health services, human ecology, and safety	Human Health & Disease

<b>BASE MAPS, SCANNED MAPS AND CHARTS</b>	General base maps, place names	101	topographic maps, digital topographic maps, base cartographic reference features that span multiple theme categories, imagery, unclassified images, annotations, place names	010	Imagery, Base Maps, Earth Cover	base maps	Base Maps, Scanned Maps & Charts: 010 200
<b>LAND COVER</b>	Description and characteristics of the land's surface	102	land cover, vegetation, bare rock, pavement, grass, forest, urbanized				Earth Surface Characteristics & Land Cover: 010 201
<b>IMAGERY AND PHOTOGRAPHS</b>	Remotely sensed imagery and photographic data	103	Aerial photographs, unclassified satellite imagery				Imagery & Photographs: 010 202
<b>MILITARY</b>	Military bases, structures, activities	110	barracks, training grounds, military transportation, information collection	011	Intelligence, Military	military bases, structures, activities	
<b>WATER RESOURCES (INLAND)</b>	Inland water features, drainage systems and their characteristics	120	rivers and lakes, water utilization plans, dams, currents, floods, hydrographic charts, watersheds, wetland boundaries	012	Inland Waters	inland water features, drainage systems and their characteristics	Inland Water Resources & Characteristics
<b>GEODETIC NETWORKS AND CONTROL POINTS</b>	Earth positional information and services	130	geodetic networks, control points	013	Location	positional information and services	Geodetic Networks & Control Points
<b>OCEANS AND ESTUARIES</b>	Features and characteristics of salt water bodies (included for the sake of completeness)	140	tides, tidal waves, coastal information, reefs	014	Oceans	features and characteristics of salt water bodies	Ocean & Estuarine Resources & Characteristics
<b>CADASTRAL</b>	Data pertaining to interests in real property	151	cadastral surveys, land ownership, parcel boundaries, rights-of-way, easements, cadastral surveys, property taxation	015	Planning, Cadastre	information used for appropriate actions for future use of the land	Cadastral and Legal Land Descriptions
<b>PLANNING AND DEVELOPMENT</b>	Information derived from, or used in planning and development efforts	152	land use, zoning, development plans			Examples: land use maps, zoning maps, cadastral surveys, land ownership	

<b>CULTURAL</b>	Cultural, historical or archeological information	161	human settlement, historical sites	016	Society	characteristics of society and cultures  Examples: settlements, anthropology, archaeology, education, traditional beliefs, manners and customs, demographic data, recreational areas and activities, social impact assessments, crime and justice, census information	Society, Cultural & Demographic Information: 016
<b>DEMOGRAPHICS</b>	Population characteristics	162	households, socio-economics, immigration, age, health, preferences, election results, student status				
<b>SOCIAL, JUSTICE AND EMERGENCY SERVICES</b>	Human services related to social, justice and emergency functions	163	human social services, emergency service provider districts, crime analysis, correctional facilities				
<b>RECREATION AND TOURISM</b>	Recreation & Tourism	164	Parks, recreational facilities, trail networks, access points				Tourism & Recreation: 016 202
<b>FACILITIES, BUILDINGS AND STRUCTURES</b>	Information related to details of man made structures	170	buildings, museums, churches, factories, housing, monuments, shops, towers, Building footprints, architectural and structural plans	017	Structure	man-made construction - - Examples: buildings, museums, churches, factories, housing, monuments, shops, towers	Facilities, Buildings & Structures
<b>TRANSPORTATION</b>	Means and aids for conveying persons and/or goods	180	roads, airports/airstrips, shipping routes, tunnels, nautical charts, vehicle or vessel location, aeronautical charts, railways	018	Transportation	means and aids for conveying persons and/or goods	Transportation Networks & Models
<b>UTILITIES AND COMMUNICATION</b>	Energy, water, waste water and communications infrastructure and services -- includes consumers, consumption and service areas	190	hydroelectricity, geothermal, solar and nuclear sources of energy, water purification and distribution, sewage collection and disposal, electricity and gas distribution, data communication, telecommunication, radio, communication networks	019	Utilities, Communication	energy, water and waste systems and communications infrastructure and services	Utility Distribution Networks



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Planned Land Use Solution – Modification of Roles and Responsibilities

**DATE:** July 9, 2003  
(For the Jul 30<sup>th</sup> meeting)

### **INTRODUCTION**

The Coordinating Committee seeks Policy Board ratification of two modifications it approved to the Policy Summary Statement for the Planned Land Use priority information need.

At its April meeting, the Policy Board authorized the Coordinating Committee to put into effect modifications to Board-adopted Regional Policy Statements (for priority information needs) if all of the affected parties agreed with the modifications.

### **COORDINATING COMMITTEE ACTION**

On June 18<sup>th</sup>, the Coordinating Committee approved a recommendation of the Technical Advisory Team to modify the Policy Summary Statement for the Regional Planned Land Use information need solution as follows:

1. Modify the custodial responsibilities to relax the specification calling for an annual realignment of the Regional Planned Land Use data with current county-produced parcel boundary data, due to the complexity of the task at the current time. (*See the background section.*)
2. Modify the regional data specifications to include a Rail Transit Way (RTW) code as an option under the broader Railway (RL) code to separate out Light Rail Transit from other forms of rail transit.

### **BACKGROUND**

In accordance with the responsibilities listed in the attached Regional Policy Statement, which was adopted by the Policy Board in April 2002, each quarterly update of the planned land use data has been completed on time and made available on DataFinder since August 2002 when the dataset was first released.

However, another of the endorsed custodial responsibilities calls for annual realigning of the planned land use data to coincide with current parcel boundary data produced by the counties. This has not been accomplished. Due to difficulties in defining the geography (boundaries) for land uses, such as road rights-of-way and water bodies, the desired annual realignment procedures have proved too difficult and time consuming to accomplish. It is believed that as the MetroGIS Rights to Property Information Need is worked on, and with potential related modifications that may be proposed for the Regional Parcel Dataset this fall as an outcome of the Regional Parcel Data User's Forum, the difficulties working with the current parcel geography will be lessened. Therefore, the Coordinating Committee unanimously concurred with its Technical Advisory Team that the annual realignment responsibility with parcel data should be postponed until the Rights to Property Priority Information need is addressed, or in two years time, whichever comes first, so that the geographic base (parcel boundaries) for the planned land use dataset does not become overly out-of-date.

The other change unanimously approved by the Coordinating Committee involved adding a Light Rail Transit code to distinguish it from other forms of rail transportation.

### **RECOMMENDATION**

That the Policy Board ratify the Coordinating Committee's decision to modify the regional policy statement for the Planned Land Use priority information need, as explained in this report.

## **REGIONAL PLANNED LAND USE BUSINESS INFORMATION NEED POLICY SUMMARY**

### **Planned Land Use – Regional Data Specifications**

#### **A. EXISTING LOCALLY ADOPTED DATASETS**

MetroGIS acknowledges that each of the 190 communities in the seven county, Twin Cities Metropolitan Area is required by Legislative mandate to adopt a comprehensive plan which contains a planned land use component. These locally adopted plans are the source for MetroGIS's regional planned land use dataset.

*Note: The regional coding scheme and resulting regional dataset are intended only to provide a means to compare, in a like manner, land use designations officially adopted by each community. They are in no way intended to replace or in any way affect locally adopted designations.*

#### **B. DESIRED REGIONAL PLANNED LAND USE DATASET AND SUPPLEMENTARY RELATIONAL DATABASES**

- 1) The Regional Planned Land Use dataset should be a metro-wide (7-county) dataset with high horizontal positional accuracy that aligns to the Regional Parcel dataset boundaries where coterminous on an annual basis;
- 2) The Regional Planned Land Use dataset will utilize the Regional Planned Land Use Coding Scheme as defined by the MetroGIS Community (Appendix A, Table 1: Regional Planned Land Use Coding Scheme).
- 3) The Regional Planned Land Use dataset will be made freely available in NAD83, UTM coordinate system, on a quarterly basis, with metadata, entity and attribute information (Appendix A, Table 2: Regional Planned Land Use dataset), and contact information.

### **Planned Land Use -- Custodian Roles and Responsibilities**

#### **A. PRIMARY PRODUCER**

Although cities and some counties produce this data, completed datasets from these organizations will not be "assembled" into a updated regional dataset. The master regional dataset will be updated by the Regional Custodian as changes to official land use plans are reviewed and accepted by the Metropolitan Council, in accordance with legislative mandate. Primary producers will be responsible to reviewing all land use designations for their community.

#### **B. PRIMARY PRODUCER RESPONSIBILITIES**

As primary producers of the information, each community will be responsible for properly recording planned land use changes by submitting a comprehensive plan addendum to the Metropolitan Council, serving in its role as Regional Custodian, for review and acceptance. Each community will also be responsible for reviewing all land use designations edits for their community in the Regional Land Use dataset.

### **C. REGION CUSTODIAN**

The Metropolitan Council has been identified by MetroGIS as the best candidate to carry out the roles and responsibilities associated with assembly and maintenance of the master regional Planned Land Use dataset and supplementary relational databases. The Metropolitan Council has accepted this designation on behalf of the MetroGIS community.

### **D. REGIONAL CUSTODIAN RESPONSIBILITIES**

The regional custodian shall be responsible for the following:

1. Compiling an internal working regional dataset based on available Planned Land Use data and defined Intensity of Use measures derived from communities' comprehensive plans, spatially based on county parcel boundaries. Adding regional attribution utilizing the Regional Planned Land Use Coding Scheme.
2. Updating the Planned Land Use data quarterly based on newly approved comprehensive amendments.
3. Annual aligning of the Regional Planned Land Use data with the Regional Parcel boundaries and supplemental sub-annual realignments of the Regional Planned Land Use boundaries to capture significant parcel realignments are goals that currently are not practical due to the significant amount of time and effort involved. Given these constraints, MetroGIS's consideration of options to accommodate this desired alignment responsibility is postponed until the Rights to Property Information need is addressed or two years time (July 1, 2005), whichever comes first, so that the geographic base for the planned land use dataset does not become overly obsolete.
4. Establishing and maintain a process to automate, to the extent practical, the compilation of a master regional dataset from the primary producers.
5. Creating a freely available Regional Planned Land Use dataset that dissolves out county parcel boundaries based on unique land use types by community on a quarterly basis.
6. Creating a freely available database file of any define "Intensity of Use" measures that relates to minor civil divisions (MCD) names and 5 digit MCD code in the Regional Planned Land Use dataset on a quarterly basis.
7. Intending to create a freely available tabular database file of the Planned Land Use data that relates to county parcel identification numbers (PINs) on a quarterly basis.
8. Intending to create a freely available tabular database file of any define "Intensity of Use" measures that relates to county parcel identification numbers (PINs) on a quarterly basis.
9. Creating metadata for all datasets and relational databases.
10. Providing for quarterly archives, backup, retrieval, and disaster recovery.
11. Providing for distribution of the Regional Planned land Use dataset and related relational databases.
12. Co-hosting, with MetroGIS, data users forums, on a schedule to be determined by MetroGIS to invite comments from the broad user community about ways to improve MetroGIS's Regional Planned Land Use dataset.

## Appendix A

Table 1:

### Regional Planned Land Use Coding Scheme

Generalized Planned Land Use Category	Regional generalized land use code	Regional land use code	Regional land use description
<i>Regional Planned Land Use dataset field names --&gt;</i>	FLU_LEV1	FLU_LEV2	FLU_DESC
Agricultural	AG	AGU	Agricultural, Undifferentiated
		FMSTD	Farmstead
		AGCRP	Cultivation
		AGOTH	Agricultural Support, Other
Rural	R	LLRES	Large Lot Residential & Other, Undifferentiated
		R	Rural Residential
Single-Family Residential	SRES	RESUS	Residential, Undifferentiated
		SEA	Seasonal/ Vacation
		SFD	Single Family, Detached
		SFDSFA	Single Family, Detached & Attached
		MHP	Manufactured Homes
Multi-Family Residential	MRES	RESUM	Residential, Undifferentiated
		SFA	Single Family, Attached
		SFAMF	Single Family, Attached & Multi-Family
		MF	Multi-Family Residential
Commercial	COM	RTLTC	Commercial, Retail or Undifferentiated
		NC	Neighborhood
		CC	Community
		RC	Regional
		HC	Highway / Convenience
		RUC	Rural
		MAR	Marina
		OFCS	Office Space
Industrial	IND	INDU	Industrial, Undifferentiated
		LI	Light Industrial
		HI	Heavy Industrial
		EXT	Extractive
		UTL	Utility
		WN	Water Navigation, Locks
Institutional	IN	INU	Institutional, Undifferentiated
		REL	Religious
		EDU	Education
		GOV	Government
		HEA	Health
Mixed Use	MU	UMU	Mixed Use, Undifferentiated
		ROT	Residential & Other
		IOT	Industrial & Other
		COT	Commercial & Other
Multiple Use	MTU	UMT	Multiple Use, Undifferentiated
		MROT	Residential & Other
		MIOT	Industrial & Other
		MCOT	Commercial & Other
Park & Recreation	PR	PRC	Community Park & Recreation
		GC	Golf Course
Open Space	OS	OSU	Open Space, Undifferentiated
		OSP	Open Space: Passive
		OSN	Open Space: Natural
		OSR	Open Space: Restrictive
Roadway	ROW	TOTH	Transportation (Other)
		VROW	Vehicular Right-of-Way
		PROW	Pedestrian Right-of-Way
Railway	RL	RLW	Railway Corridor
		RTW	Rail Transit Way
Airport	AP	APU	Airport
Vacant	V	VAC	Vacant Land
		NODATA	No Data
		NOCODE	UnCertain
Water	W	WAT	Open Water

Table2:

**Public Regional Planned Land Use Dataset**

Regional Planned Land Use Attribute	Regional Dataset Field Name	Field Description	Field Type	Field Width
Municipal code	MCD	Five digit municipality code	text/string	5
Municipal name	MCD_NAME	Municipality name (township abbreviated "Twp.")	text/string	60
Data Source	SOURCE	Type of Source Data (Domains: Digital or Paper)	text/string	8
Comprehensive plan acceptance	ACCEPTED	Describes completion status of community's Comprehensive Plan with Met. Council (Domains: Yes or No)	text/string	3
Comprehensive plan date	DATE	Comprehensive Plan date for community (Domains: 2010, 2015, or 2020)	text/string	4
Community's Land Use description	PLUSE_DESC	Community's original land use description (parathesis describe further land use defintions based on community comments or supplementary plan information)	text/string	60
Community's Land Use code	PLUSE	Community's original land use code (Descriptive codes may have been added during data population for processing ease)	text/string	6
Regional land use description	PLU_DESC	Regional land use description (description of Regional PLU_LEV2 code)	text/string	60
Regional land use code	PLU_LEV2	Regional land use code (detailed level of land use description)	text/string	6
Generalized regional land use code	PLU_LEV1	Regional generalized land use code (generalized level of land use description)	text/string	6
Generalized regional land use description	DESC	Regional land use description (description of Regional PLU_LEV1 code)	text/string	60



**TO:** Policy Board

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

**SUBJECT:** Major Activity Update

**DATE:** July 9, 2003  
(For the July 30th Meeting)

**(1) REGIONAL MAILING LABEL APPLICATION**

Alison Slaats, MetroGIS DataFinder Manager, investigated the mailing label application developed by Carver County for possible use as a regional application running on top of the regional parcel dataset. She will also be looking into a mechanism to restrict access to only those organizations that have access to the regional parcel dataset. She will share her findings with the County Data Producers Workgroup on July 30<sup>th</sup>. Dave Drealan, Carver County Director of Planning and chair of the County Data Producers Workgroup, will be prepared to update the Board on this investigation at the July 30 Board meeting.

**(2) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT**

The MN Land Management Information Center (LMIC) has entered into a contract with Syncline, developer of MetroGIS DataFinder Café ([www.datafinder.org/cafe.asp](http://www.datafinder.org/cafe.asp)), to expand the Café's functionality statewide and, in so doing, partner with the MetroGIS community to develop additional desired functionality for DataFinder Café. LMIC was awarded a grant from the MN Office of Technology for this effort. In 2001, MetroGIS also received a National Spatial Data Infrastructure (NDSI) Web Mapping Services grant to implement functionality being explored through this joint project. MetroGIS's grant funds have been assigned to this collaborative effort. Staff will be prepared to update the Board on this project at the July 30 Board meeting.

**(3) COLLABORATIVE PARCEL DATA DISTRIBUTION STRATEGY - NON-GOVERNMENT ACCESS**

The County Data Producer Workgroup (of the Coordinating Committee) has made significant progress to reach agreement among all counties on a collaborative solution to distribute the same parcel data (parcels boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests.

- A website for streamlined, one-stop orders has been built by the Metropolitan Council staff who support MetroGIS and is ready for operation once the licensing and fee policies are finalized.
- A common fee schedule has been accepted by the workgroup members. It is being shared for comment with several prospective purchasers of parcel data prior to seeking formal endorsement by the counties. Significant price reductions from the current \$0.05/parcel are proposed for subscriptions and volume purchases. Subsetting of the regional dataset will also be supported.
- The components of a common license document, including the shrink-wrap concept to streamline execution, have been agreed upon. Anoka County volunteered to coordinate drafting of the document. Approval from each of the counties is expected in July.

ESRI has expressed interest in a collaborative research project with the workgroup to help define the market and evaluate ways to sustain the interest of prospective purchasers. Dave Drealan, Director of Planning for Carver County and member of the MetroGIS Coordinating Committee, chairs this workgroup.

**(4) DATA SHARING INITIATIVE WITH UTILITIES EXPLORED**

Representatives from Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative met on July 10<sup>th</sup> with Dave Drealan, Carver County Planning Director and Chair

of MetroGIS's County Data Producers Workgroup and the MetroGIS Staff Coordinator to explore the possibility of utilities accessing county parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data. Some government uses of the utility data include emergency management, right-of-way management. The utilities are interested in the parcel data to improve the mapping accuracy of their facilities and improve operations that rely upon addresses. All concluded that this exploratory meeting was fruitful and that the talks should continue.

**(5) TALKS WITH COLLAR COUNTIES PROPOSED TO FOSTER SHARING DATA**

The following article was submitted for publication in the summer issue of the GIS/LIS Newsletter:

“Policy makers, managers and GIS staff from counties surrounding the seven-county metropolitan area: do you have a need, from time to time, for data produced by metro area government organizations? If so, you are encouraged to participate in proposed talks to be hosted by MetroGIS. They will explore interest in establishing a mechanism to efficiently share parcel and related geospatial data produced by counties (and possibly other interests) among and between government entities surrounding and within the Twin Cities metropolitan area.

The MetroGIS Policy Board, comprised of twelve locally-elected officials representing 300 metro area cities, counties, watershed districts, school districts and regional government interests, has recognized a need to explore data sharing opportunities with government organizations located within the counties that adjoin the metro area. The proposed talks with collar county officials are an outgrowth of the Board's interest.

In August, Mr. Johnson will be contacting officials in the collar counties to extend an invitation to participate in the proposed talks. If you are interested in learning more about this opportunity, please contact Randall Johnson, MetroGIS Staff Coordinator, at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) or at 651-602-1638.”

**(6) 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.)

**(a) Emergency Management Workgroup**

Randy Knippel, Dakota County's GIS Manager, and Rick Gelbmann, Metropolitan Council's GIS Manager, are co-chairing this workgroup. Several meetings have been held to define the scope of MetroGIS's effort and to begin to define the workgroup's relationship with the newly created Emergency Management Committee of the Governor's Council on Geographic Information. The participants thus far represent state, county and city interests.

- Workgroups will initially focus on 3 areas:
  - Data Coordination, standards and development
  - Build relationships with emergency management and response community
  - Build awareness in GIS community and coordinate efforts between metro and state.Some of these areas focus on short-term goals that the workgroup will seek to implement quickly such as implementing a rudimentary data availability region-wide. Long term goals need to be defined as the group matures.
- It is too early to define the relationship between the MetroGIS Workgroup and Governor's Council on Geographic Information (GCGI) Emergency Preparedness Committee. For now it is acceptable with the Workgroup to hold simultaneous meetings with GCGI Emergency Preparedness Committee. This will allow the workgroup to serve as a test-bed for how the 2 groups will function while allowing people to focus their energy on one group. Committee members from GCGI will need to meet and concur with this approach.
- Additional participants will be added to include emergency management representatives from various levels of government.
- Initial outreach efforts being pursued include:
  - Cross-link with DEM website,
  - Make a presentation at GIS/LIS Conference if space is available and

➤ Make information available at GGGI booth at GIS /LIS Conference.

**(b) Existing Land Use Workgroup:** The workgroup last met on July 16, 2003. The main focus was on formulating a series of pilot projects to determine what data model will work best for MetroGIS. Under consideration are the APA's Land-Based Classification Standard, enhancement of the MetroGIS planned Land Use coding scheme, and a "Built Environment" database. Current workgroup members represent: city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being facilitated by Metropolitan Council staff assigned to support MetroGIS activities.

**(c) Lakes, Wetlands, etc.:** The Governor's Council Hydrography Committee is currently drafting the State Hydrography I-Plan. The purpose of the Hydrography I-Plan is to identify the resources, processes, organizational structures and strategies needed to develop and maintain databases that describe and map hydrography features to support Minnesota's water resources management activities. This first version of the Hydrography I-Plan for Minnesota deals with two sets of surface water features: Watercourse and Basin; and Watershed. MetroGIS's workplan assumes the State's solution may serve as part of the metro regional hydrologic information need solution for those hydrography features. A recommendation to the GCGI from the Committee is expected late Summer 2003.

On April 9th, 2003, a meeting of individuals with diverse, multi-level government interests was held to discuss additional data that would supplement adopted State solutions. The meeting focused on the integration of regional wetland data from the Mosquito Control, Open Water features from the Metropolitan Council's 2000 Generalized Land Use, and the DNR's Public Waters Inventory (PWI) data. In theory, all parties favored the concept of integration and are currently investigating how such an operation will occur. This workgroup is being facilitated by Metropolitan Council staff assigned to support MetroGIS activities.

**(d) Socioeconomic Characteristics of Areas:** This Workgroup has met three times since April 7<sup>th</sup>. It will guide the drafting of a recommendation(s) to implement a regional solution for this priority common information need. The group began with the information needs statements identified in 1996. It has sorted, organized, and prioritized them. It is now evaluating existing or potential published data sources that could meet those needs to define priority needs. The group expects to complete its research by late summer and then begin work on drafting of a recommendation(s) to implement a regional solution(s) for this priority common information need. Will Craig, member of the Coordinating Committee, chairs this workgroup. Eleven other individuals, representing diverse professional and organizational perspectives, including non-profits, city, county, school district, metropolitan, academic, state, and private sector interests comprise the group. This workgroup is being facilitated by Metropolitan Council staff assigned to support MetroGIS activities.

The 2003 workplan adopted by the Coordinating Committee calls for a two-step process whereby: 1) this workgroup will investigate how data produced by the U.S. Census Bureau or other governmental bodies can be used to address the various components of this information need and then 2) this group or another will investigate more extensive data development options, including but not limited to, the iBlock concept developed by Excensus LLC.

## **(7) THIRD GENERATION DATA SHARING AGREEMENTS**

Negotiations have begun to extend the current GIS Data Sharing Agreements with each of the seven counties. Through these agreements all government and academic interests serving the Metro Area receive access, without fee, to county produced parcel data. The current second-generation agreements with each county expire December 31, 2003. The initial agreements with each of the seven counties went into effect in 1996-1997. Staff met with Chairperson Reinhardt on June 6<sup>th</sup> and July 7<sup>th</sup> to initiate the negotiations. A meeting between senior Metropolitan Council and MetroGIS leadership is proposed for early to mid August.



**TO:** Policy Board

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

**SUBJECT:** Information Sharing

**DATE:** July 9, 2003  
(For the July 30th Meeting)

### **a) Cost Savings Measures Instituted**

A change in procedures to rely on the Internet as the principal means to distribute MetroGIS's annual report and agenda packets to the Coordinating Committee and Technical Advisory Team is estimated to result in an annual savings of at least \$4,000 in printing/copying and postage expenses. An additional savings of \$1,500+ in printing costs every other year is estimated as a result of a format change that is being tested for the annual report (see Item b below). In addition, snacks will no longer be provided for meetings less than 3 hours in length, saving at least \$130 annually.

Mailing of agenda packets to the Policy Board is proposed to continue, unless the Board directs otherwise. However, the one-page action sheet attached to each report, color separator pages between the reports, and raw numbers/charts for the quarterly report have been removed beginning with this packet. These changes will significantly reduce copying and postage for the Board packet. If the Board has any concerns with these actions, this item should be elevated to a discussion/action item at the July 30<sup>th</sup> meeting.

### **b) 2002 MetroGIS Annual Report**

With over 2000 individuals now on the contact list to be kept apprised of MetroGIS's efforts, several cost savings measures are being tested with the 2002 annual report. The new design utilizes an informational brochure "wrapper" that can be used for subsequent annual reports. The actual annual report for 2002 is presented on a one sheet, double-sided insert. While Board and Committee members will continue to receive a printed version, everyone else will be directed to the view/download the report from the MetroGIS website, as opposed to printing several thousand copies and mailing them. Less than half the number of printed copies will be produced than in the past, saving in excess of \$2000. Mailing expenses will initially be reduced by around 60 percent with continued reductions expected as email addresses are more readily available. Printed copies will be used primarily as handouts at conferences and forums. We will be asking for feedback as to whether or not these measures have negatively affected our ability to communicate with those on the mailing list.

### **c) New Coordinating Committee Members – AMM and DNR**

The Association of Metropolitan Municipalities (AMM) and the Department of Natural Resources (DNR) recently appointed the following individuals to represent their interests on the MetroGIS Coordinating Committee

- AMM - Karen Johnson, IT Manager for the City of St. Paul
- DNR – Robert Maki, GIS Manager at the Department of Natural Resources

They succeed Don Cheney from the City of St. Paul and Les Maki from the DNR.

**d) Presentations / Outreach / Studies** (*not mentioned elsewhere*)

The following activities occurred since the Policy Board last met.

- May 20<sup>th</sup> Community GIS Workshop Presentation - Minneapolis
- May 21<sup>st</sup> URISA-sponsored summit entitled *National Programs...Local Implementation* - Washington D.C.
- May 29<sup>th</sup> National Academy of Sciences Presentation - Washington D.C
- June 3<sup>rd</sup> Interview for Case Study by Gartner, Inc. (National IT Advisory Firm)
- July 11<sup>th</sup> Interview by PolicyLink – California-based Policy Research Group

May 20<sup>th</sup> Community GIS Conference: Will Craig presented on behalf of MetroGIS along with representatives from Minneapolis Neighborhood Information Systems, St Paul Community GIS Consortium, Powderhorn Park Neighborhood Association, Project 504, and Providence Plan (from Rhode Island). About 75 people attended, many from community-based groups such as neighborhood, housing, job and health care groups, as well as people from sponsoring organizations, the University, various foundations, government GIS data custodians (city, county and regional) and some private consultants. Discussion focused on community organizations' GIS needs and strategies. MetroGIS was mentioned frequently in the discussions as a model for a shared system of gathering, standardizing and accessing GIS data. The vast majority of attendees knew about and had used data from MetroGIS. The July 11<sup>th</sup> interview (see below) is an outgrowth of this conference.

GIS data access issues were important. Access to parcel data was a top concern voiced by attendees. Since most people were associated with private non-profit or informal community groups they are currently required to purchase a license to use parcel data for the same fee paid by private-for-profit organizations and private individuals. Similarly, access to The Lawrence Group Street Centerline data was also of interest to people.

May 21<sup>st</sup> URISA Summit: About 100 individuals, representing a variety of government, non-profit, academic, and for-profit interests, heard from managers of five federal geospatial data programs and then engaged in several small and large group activities over the day-long summit to foster improved communication and partnering among the local-state-federal organizations needed to accomplish the objectives of these programs:

- US Geological Survey's *The National Map*
- Office of Management and Budget & FGDC's *Geospatial One-Stop*
- US Census Bureau's *TIGER Enhancement*
- National Imagery and Mapping Agency's *133 Cities*
- Federal Emergency Management Agency's *First Responders*

The Staff Coordinator was invited to participate as a "peer among peers" to facilitate dialogue, given the success MetroGIS has had in securing the type of partnerships necessary to achieve the goals of these federal initiatives. The notion of looking to organizations and initiatives with a regional perspective was endorsed as a next step at the urging of the Staff Coordinator and William Dodge, former president of the National Association of Regional Councils.

National Academy of Sciences / National Research Council: On May 29th, Hennepin County Commissioner Randy Johnson was invited to speak on the subject of licensing of geospatial data and other methods of selling or exchanging it. Specifically, he was asked to comment on Hennepin County's practices and the role of MetroGIS to streamline access to commonly needed data. An update has been requested from Commissioner Johnson to share with the Policy Board.

The purpose statement for the National Research Council's Licensing study states ...."The expanding use of licensing by government to acquire or distribute spatial data and related services is profoundly affecting

the operation of government and its relations with the private sector and citizens. This study will (1) explore the experiences of federal, state, and local government agencies in licensing geographic data and services from and to the private sector using case studies such as the Landsat Program, (2) examine ways in which licensing of geographic data and services between government and the private sector serve agency missions and the interests of other stakeholders in government data sets, (3) identify arguments in favor and in opposition to spatial-data licensing arrangements, (4) dissect newly proposed license-based models that could meet, concurrently, the spatial-data needs of government, the commercial sector, scientists, educators, and citizens, (5) consider potential effects on spatial-data uses and spatial-technology developments of competing license/non-license approaches within the commercial sector, and (6) make recommendations to government agencies, policy-makers, and law-makers on actions that will balance the interests of all parties affected by licensing of spatial data and services to and from government.”

Gartner, Inc. Case Study: Greg Kreizman interviewed MetroGIS staff in June for a case study he is producing. Initial contact was made at a March forum hosted by the state to promote technology as a means to improve government efficiency. Gartner, Inc. is a national IT advisory firm that has among its clients, according to Mr. Kreizman, 40 of the 50 states and several of the larger local government units located in the Metro Area. He was impressed with the accomplishments, through MetroGIS, to address needs of numerous government interests with consensus-based regional (collaborative) solutions and asked if he could prepare a case study to share with his current and prospective clients. The final report is anticipated to be complete in July.

PolicyLink Investigation – PolicyLink is a California-based Policy Research Group, which is working with the Urban Coalition and Minneapolis Foundation to investigate collaborative GIS ventures in the Twin Cities. The Staff Coordinator was interviewed on July 11 as part of the investigation. A report, with recommendations, will follow this fall.

#### e) **State Geospatial Initiatives Update**

##### 1) **Emergency Preparedness**

The Governor’s Council on Geographic Information has added a committee on Emergency Preparedness. This committee, in fact, will be the MetroGIS Emergency Preparedness Committee, augmented with people representing the wider state interests. The committee will continue to be chaired by Randy Knippel, Dakota County, and Rick Gelbmann, Metropolitan Council. Gelbmann is a member of both MetroGIS Coordinating Committee and the GCGI, facilitating communication with both organizations.

##### 2) **Statewide Parcel Inventory Complete**

An inventory of digital parcel mapping across the state was completed recently. Some 33 counties have 75% or more of their parcels in digital format: this includes all of the Metro counties and the collar counties of Isanti, Rice, Sherburne, and Wright. Chisago and Goodhue are well underway, but no digital mapping is underway in LeSueur, Meeker, or Sibley. The inventory was developed for Mn/DOT by CURA at the University of Minnesota and ProWest & Associates. Inventory details are available at <http://rocky.dot.state.mn.us/SPMI/>.

##### 3) **New Statewide Orthoimagery Partnership**

The state recently completed an agreement with the U.S. Department of Agriculture’s Farm Services Agency (FSA) that will result in new digital orthophotography for all of Minnesota. The new agreement, coordinated by the Land Management Information Center and funded by the Department of Transportation, Pollution Control Agency, and the Department of Natural Resources, leverages \$250,000 in state funds to produce orthophotos costing almost \$2 million to produce. In return for the contribution, the state will receive copies of 1-meter, natural color digital images. Flights began in May and will continue through the summer in order to meet the FSA’s need for images during the growing season. When they become available this fall, LMIC plans to offer compressed image files for download at no charge and in other formats on request

for a modest service fee. For more about this program, see [www.lmic.state.mn.us/chouse/airphoto\\_usda.html](http://www.lmic.state.mn.us/chouse/airphoto_usda.html).

**4) Contract with Syncline to Expand DataFinder Café Statewide**

See Agenda Item 7b.

**5) GCGI's LRM Committee – Progress with Statewide Parcel Dataset**

The Land Records Modernization (LRM) Committee of the Governors Council on Geographic Information (GCGI) has received approval for the GCGI to submit Version 1 of a statewide parcel I-Plan to the National I-Team Coordinator. Version 1 will be submitted along with Version 1 of the vision statements for all seven NDSI Framework data themes (parcels or cadastral data being one of the seven), plus soils that will comprise the state's I-Plan (see item f1, below). The next step will be to define pilots and other activities needed to refine and implement the vision. This effort has its roots in a July 2001 request from the MetroGIS Policy Board that the GCGI provide leadership for a statewide parcel data solution that incorporates the solution endorsed by the Policy Board for the Metro Area. Several individuals on the LRM Committee are also active in MetroGIS's activities: David Arbeit, Will Craig, David Claypool, and Randall Johnson. Johnson participated on the Parcel Data Policy Vision workgroup. Johnson and Arbeit are also member of the workgroup assigned to consolidate all of the individual I-Plans into to a single document (see Item f(1) below).

**6) GCGI Guidebook - Making the Most of Geospatial Data Exchange: A Guide for Data Distribution**

On May 8<sup>th</sup>, Governor's Council on Geographic Information approved this guidebook for distribution. It should be available shortly on the GCGI's Internet site ([www.gis.state.mn.us/pdf/GeoDataExchange.pdf](http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf)). The guide is designed to walk organizations, that have elected to share their data, through the decisions that are involved, in a step-by-step manner with examples and explanatory text. However, it is not just for organizations that have decided to share data; it is useful for everyone, including those from whom data has been formally requested even though they previously had no interest in sharing. The workgroup included two individuals active in MetroGIS's affairs: David Arbeit (LMIC's Executive Director) and Randall Johnson (MetroGIS Staff Coordinator). Fred Logman, Ramsey County's CIO, was also instrumental in the production of this guidebook.

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

- 1) 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. A draft "wrapper" document has also been drafted and is under review by the I-Plan Coordinating Committee. 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 in September.
- 2) GeoSpatial One Stop** – This new web portal became operational on June 30 at [www.geodata.gov](http://www.geodata.gov). It is an application designed to facilitate communication and sharing of geographic data and resources to enhance government efficiency and improve citizen services improve access to data by simplifying and consolidating the search. Geospatial One-Stop is one of 24 e-government initiatives sponsored by the Federal Office of Management and Budget (OMB) to enhance government efficiency and to improve citizen services. MetroGIS DataFinder is the source for 25+ data themes for the Twin Cities.
- 3) American Community Survey – US Census Bureau Initiative**  
Hearings are underway on the American Community Survey, a data source that could have major implications for socioeconomic data. Will Craig, who chairs MetroGIS's socioeconomic workgroup would like to see the MetroGIS Board (and Metro Council) consider contacting Congressional members representing the Twin Cities to seek their support. In reality, only

Martin Sabo sits on any committee that will discuss this issue in the near term. Chairman Craig has been in direct contact with his staff about this.

- 4) **The National Map** -- On May 12<sup>th</sup>, data was served for The National Map (<http://nationalmap.usgs.gov/>) from MetroGIS DataFinder. The plan is for DataFinder to serve data pertaining to the Metro Area while LMIC, serving data through GeoIntegrator, would provide data access services for the remainder of the state. The project will remain in a pilot phase until an incompatibility between Microsoft Internet Explorer and DataFinder Café's use of 24-bit .png image format is resolved. This incompatibility prohibits layering of data, only the last layer drawn is visible. If the Netscape browser is used this problem is not encountered.

The National Map leadership is very supportive of the added value of MetroGIS's endorsed regional data solutions (area integrator concept) for the seven county area that nest with larger geographies. This concept has been embedded into the guiding principles for State's Cadastral (Land Ownership/Parcel) I-Plan. The Staff Coordinator is promoting this philosophy, via the involvement in the state's I-Planning process, in hopes it will find operational support among the RDCs, Metropolitan Transportation Planning Organizations, etc. throughout the state.

- g) **June 18<sup>th</sup> Coordinating Committee Meeting Minutes**

See [http://www.metrogis.org/teams/cc/index.shtml#agendas\\_minutes](http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes).