



**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  
(Watershed Districts)

Dennis Hegberg,  
Washington County

Dan Cook,  
TIES  
(School Districts)

Randy Johnson,  
Hennepin County

Vacant,  
City of XXX  
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, October 27, 2004**

**6:30 p.m.**

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

## Agenda

- |  |                    |
|--|--------------------|
| <b>1. Call to Order and Introduce new Member from TIES</b>                       |                    |
| <b>2. Accept Agenda</b>  |                    |
| <b>3. Accept Meeting Summary</b>   | <b><u>Page</u></b> |
| a) July 28, 2004   | <b>action 1</b>    |
| <b>4. GIS Technology Demonstration:</b>  | <b>5</b>           |
| <i>Improving Operational Effectiveness with GIS - Dakota County's Experience</i> |                    |
| <b>5. Action/Discussion Items</b>  |                    |
| a) Socioeconomic Resources Page – Custodian Roles and Responsibilities           | <b>action 7</b>    |
| b) 2005 Meeting Schedule   | <b>action 11</b>   |
| <b>6. Major Activity Update</b>  | <b>12</b>          |
| a) Third Generation Data Sharing Agreement - <i>Status Update</i>                |                    |
| b) Priority Common Information Need Solutions                                    |                    |
| • <i>Regional Parcel Dataset Policy– Historical Versions Support Clarified</i>   |                    |
| • <i>Address Workgroup</i>   |                    |
| • <i>Emergency Preparedness Workgroup</i>  |                    |
| • <i>Existing Land Use Workgroup</i>   |                    |
| • <i>Lakes and Wetlands Workgroup</i>  |                    |
| • <i>Socioeconomic Characteristics of Areas Workgroup</i>                        |                    |
| • <i>Highway and Road Networks</i>   |                    |
| c) County Data Producers Workgroup   |                    |
| • <i>Regional Parcel Dataset Policy – Access by Non-Profit Interests</i>         |                    |
| <b>7. Information Sharing</b>  | <b>16</b>          |
| a) Application Submitted for Harvard Innovations in Government Award             |                    |
| b) MetroGIS an Example in 2004 Open Geospatial Consortium (OGC) Publication      |                    |
| c) MetroGIS Experience Documented in Australian/New Zealand GIS Handbooks        |                    |
| d) Presentations / Outreach / Studies  |                    |
| e) Related Metro and State Geospatial Initiatives Update                         |                    |
| f) Related Federal/National Geospatial Initiatives Update                        |                    |
| g) September 29 <sup>th</sup> Coordinating Committee Meeting Minutes             |                    |
| <b>8. Next Meeting</b>   |                    |
| January xx, 2005   |                    |
| <b>9. 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**  
**July 28, 2004**

**1. CALL TO ORDER**

Vice Chairperson Kordiak called the meeting to order at 6:35 p.m.

Members Present: Gary Delaney (Carver County), Terry Schneider (AMM- City of Minnetonka), William Brown for Randy Johnson (Hennepin County), Jim Kordiak (Anoka County); Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), and Mark Vander Schaaf for Tony Pistilli (Metropolitan Council).

Members Absent: Patrice Bataglia (Dakota County), Chairperson Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Antoinette Johns (TIES), and Gary Schiff (AMM-City of Minneapolis).

Coordinating Committee Members Present: David Claypool, Dave Drealan, Rick Gelbmann, Chet Harrison, and Randy Knippel.

Visitors: Dennis Welsch (City of Roseville) and Scott Simmer (Hennepin County)

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

**2. ACCEPT AGENDA**

The meeting agenda was accepted as submitted.

**3. MEETING SUMMARY**

Member Fiskness moved and Member Schneider seconded to accept the April 28, 2004 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Dennis Welsch, Community Development for the City of Roseville, shared with the Board how the City of Roseville is using GIS technology and address/household-based socioeconomic data to support policy making and operations for a wide variety of services, involving voting precincts, recycling, fire and ambulance services, police and 911 activities, neighborhood watch groups, notification of AM and PM populations in the event of hazardous material spills and natural disasters, leaf pick up, tornado drills, transit planning, park programming, and in general targeting various populations (e.g., senior citizens).

Roseville has invested in developing and maintaining socioeconomic data at a higher level of accuracy than available with U.S. Census data. The result is they are able to more accurately project population, housing, and labor force trends that are extremely important to managing school district, as well as, city operations.

Mr. Welsch commented that access to sound information requires an investment. In addition, if this information is shared with a host of users, including vendors and non-profits, new and important ways to effectively use the information can be discovered as well as partnerships formed to share costs. He closed his comments by stating that when data sharing is absent, pseudo bases are created that hinder valuable synergies present in a collaborative environment. As such, he encouraged MetroGIS to continue its efforts to work on a regional solution(s) to priority Socioeconomic Information Needs and consider demographic database management on a regional scale. (A PDF version of Mr. Welsch's PowerPoint presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/072804/demo.pdf>.)

Member Schneider concurred that a common language related to socioeconomic data is a key to success when so many entities are involved and that maintaining current data is important considering it is ever changing. In response to the currency comment, Mr. Welsch noted that their target is to maintain data that are not more than 18 months old to meet the requirements for area school district operations.

Vander Schaaf commented that the immense volume of data available, together with the numerous combinations, presents a dilemma of where to start and asked for advice regarding a “core” dataset for the MetroGIS community. Welsch recommended using the critical socioeconomic data needs of school districts and cities, the model they adopted. He further noted that there is a direct link between these two sets of needs. He also stated that a strong fiscal justification for basing the “core” on school district data needs is that over 50% of the property tax dollar goes to school districts, so a noticeable impact is likely from efficiencies gained. Welsch closed by stating that Roseville’s current socioeconomic data model involves maintaining 24 data attributes for each household and that with this information they have been able to support all of the activities mentioned and more.

Mr. Welsch was thanked for his presentation. The Staff Coordinating then commented that later this fall or early in 2005, Phase II of MetroGIS’s effort to address common Socioeconomic Information Needs is expected to begin. The Phase II start is to begin once the MetroGIS Address Workgroup completes its efforts that are relevant to maintaining household and business characteristic data at the unit/suite level.

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

### **a) Regional Parcel Dataset : Attribute Enhancement and Expansion**

Dave Drealan, Vice-Chairperson of the Coordinating Committee, explained the Committee’s recommendation and introduced Mark Kotz, staff to the Parcel Data Enhancement Workgroup, to explain the process used to arrive at the proposed recommendation and the details of the proposed modifications to the Regional Policy Statement. A copy of Mr. Kotz’s presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/072804/parcels.pdf>

In response to a question from Member O’Rourke, Kotz shared a listing of the individuals who had participated in the forum used to define desired enhancements and their respective affiliations. He explained that no attempt had been made to identify potential users and ask them why they are not using the data as the goal of the forum was to identify desired enhancements from the perspective of the current users. The Staff Coordinator noted that the concept of evaluating why potential users are not using the data warrants further consideration and that he would make a note of it for discussion with the Coordinating Committee.

Vice Chairperson Kordiak and Member Schnieder asked questions to clarify that the decision to populate any particular attribute field would rest with each county and that the funding provided by the proposed agreements is for one-time data extraction programming and is considered adequate by each county. Each of these questions was answered in the affirmative.

**Motion:** Member Schneider moved and Member Fiskness seconded to approve the proposed enhancements to the Regional Parcel Dataset, as identified in the Regional Policy Summary Statement included in the agenda materials and dated May 5, 2004, and authorize implementation of the modified policies, effective with the January 2005 update of the dataset. Motion carried, ayes all.

### **b) Regional Parcel Dataset: View-Only Access Policy For Emergency Preparedness Application**

Randy Knippel, Chair of the Emergency Preparedness Workgroup, explained the Coordinating Committee’s recommendation that the counties consider authorizing view-only access to the regional parcel dataset via the MetroGIS Emergency Preparedness Internet application. He also explained that the primary purposes of this application are as an outreach and education tool to help emergency managers better understand how GIS technology can benefit their operations and to aid in building relationships between the GIS and emergency management communities. Knippel also noted that the functionality has

been purposely limited to keep it simple to use. Finally, he stated that Policy Board endorsement of a policy to support view-only access to parcel data via this application would be helpful to point to as specific approval is sought from each county.

Member Schneider expressed support for the application in general but cautioned that if it lacks functionality, it may be counterproductive.

Member Fiskness moved and Member Schneider seconded that the Policy Board:

- 1) Find that a policy of view-only access to parcel data via the prototype MetroGIS Emergency Preparedness Resources Application has merit for further consideration and refinement as a regional best practice.
- 2) Defer to the seven counties to decide if this policy is appropriate and that the current application provides sufficient protection for their data.
- 3) If the counties acknowledge their approval of this policy via the attached letter or resolution dated May 18, 2004, the Policy Board hereby requests the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in this regard.
- 4) If the Policy Board elects not to authorize the MetroGIS Emergency Preparedness Resources application to move from prototype to operational status by July 28, 2005, this endorsement of view-only access of parcel data via Emergency Preparedness Resources Application shall become null and void, unless renewed by all affected parties.

Motion carried, ayes all.

#### **c) MetroGIS Operating Guidelines Modifications**

The Staff Coordinator summarized the recommendation by the Coordinating Committee, in the absence of the Committee Chair.

Member O'Rourke moved and Member Fiskness seconded that the Policy Board approve the modifications to MetroGIS's Operating Guidelines, as illustrated in the agenda attachment dated June 24, 2004.

Motion carried, ayes all.

### **6. MAJOR PROJECT UPDATES**

#### **a) Next-Generation Data Sharing Agreement / Online Licensing**

Vice Chairperson Kordiak asked the Staff Coordinator to summarize the effort to date to achieve agreement. The Staff Coordinator acknowledged the substantial effort of the Dakota and Hennepin County attorneys but also expressed concern that the negotiations are entering their 8th month with issues still outstanding. He commented that unless closure is reached soon, time could expire prior to year end before the agreement can be executed by all parties, which in turn could jeopardize funding provided by the agreement for counties to gear up for the proposed enhancements to the regional parcel dataset (approved earlier in the meeting), not to mention substantively complicating user access to data they need to perform their jobs.

The Staff Coordinator noted that one of issues that had not yet been resolved involves the liability requirements and remedies for any action inconsistent with the rules governing the Council's responsibilities as the distributor/licensor. He commented that to his knowledge this function (redistribution of licensed data for the benefit of the users and the producers - not the entity doing the redistribution) is unprecedented in the country and that, as such, the Council is unwilling to be held liable for damages associated with supporting this function voluntarily in accordance with its role as MetroGIS's primary sponsor. Although there was no vote, none of the Board members disagreed with a remedy that

simply directs ceasing of the subject redistribution function if issues arise and which precluded monetary damages, payment of legal fees, and other typical remedies.

Finally, the Staff Coordinator stated that it is hoped that the parties will be able to resolve the remaining issues at a meeting with the county attorneys on August 4<sup>th</sup>. Notwithstanding this hope, he asked for direction from the Board in the event agreement can not be reached.

Board members expressed concern that this agreement is not yet in place, given its importance to achieving MetroGIS's vision, and as such, it was agreed that steps need to taken immediately following the August 4th meeting to involve the other counties in the decision-making. Members also concluded that if agreement cannot be reached with all seven counties given the effort that has been made, so be it. All agreed that the primary loser if agreement cannot be reached will be the user community.

**Motion:** Vice Chairperson Kordiak moved and Member Schneider seconded that if agreement has not been reached by August 10th, or upon recommendation of the Chairperson, that the Staff Coordinator is directed to:

- 1) Forward a proposed agreement to the other five counties for their consideration, along with a cover letter to explain the issues that had not been resolved in the negotiations with the Dakota and Hennepin County attorneys,
- 2) Notify the Policy Board member of the action taken.

Motion carried, ayes all.

#### **b-d) Project Update Items**

Given that the meeting had gone past the customary two hours, Vice Chairperson Kordiak encouraged the members to review the remainder of the update information on their own time.

#### **7. INFORMATION SHARING**

The members were asked to review the information items presented in the agenda packet on their own.

#### **8. NEXT MEETING**

Vice Chairperson Kordiak reminded the members that the next meeting is scheduled for October 27, 2004

#### **9. ADJOURN**

Member Fiskness moved and Member Schnieder seconded to adjourn at 8:35 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:** GIS Technology Demonstration  
*Improving Operational Effectiveness with GIS - Dakota County's Experience*

**DATE:** October 8, 2004  
*(For the Oct 27<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 October 2004 meeting, the Coordinating Committee has invited Dakota County to showcase how its use of GIS technology has improved:

- 1) Internal management of information and service delivery in many of its departments,
- 2) Public access to a variety of data and records maintained by the county,
- 3) Efficiency of communication between the county and local government partners.

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

(Refer to the listing on the next page.)

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Jul. 2004 City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004 Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's role in responding to the World Trade Center tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board



**TO:** Policy Board

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

**SUBJECT:** Socioeconomic Information Needs - Custodian Roles and Responsibilities

**DATE:** October 14, 2004  
(For the Oct 27<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is seeking the Policy Board's approval of the attached Phase I Socioeconomic Regional Policy Statement. It identifies the Minnesota Population Center at the University of Minnesota as custodian of a Web-based Resources Page and sets forth the custodial roles and responsibilities needed to support the Resources Page. A letter of acceptance from the Minnesota Population Center is attached.

The concept of a Resources Page was previously endorsed by the Policy Board as a component of the Phase I regional solution for the MetroGIS community's Socioeconomic Characteristics of Area Information Need.

## PREVIOUS COMMITTEE AND BOARD ACTION

1. On January 28, 2004, the Policy Board approved the Phase I solution for the Socioeconomic Characteristics of Area Information Need. One of the components of this approval stipulated:  
  
"Authorize, as a Phase I regional solution, implementing the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and **direct identification of a custodian and responsibilities to ensure the currency of the information presented on this site.**" (Note: this web site has been fully operational since April 2004 and is running at [http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp).)
2. On June 22, 2004, the Coordinating Committee recommended that the Policy Board approve the attached Regional Policy Statement, which outlines the roles and responsibilities for maintaining the currency of the subject Resources Page. The Committee's approval was with the understanding that a custodian must be secured before Policy Board consideration. On September 29, 2004, Will Craig announced to the Coordinating Committee that the Minnesota Population Center had accepted the roles and responsibilities set forth in the attached policy statement.

## DISCUSSION

Will Craig, the Phase I Socioeconomic Workgroup Chairperson and member of the Coordinating Committee, led the negotiations to secure the Minnesota Population Center as the custodian responsible for maintaining the subject Web-based Resources Page. The Metropolitan Council had previously accepted the responsibility for hosting the website on the MetroGIS DataFinder web server.

The Minnesota Population Center's acceptance of this custodian responsibly is a milestone event, marking the first time a non-government organization has officially committed to participate in a regional solution to address a priority common information need of the MetroGIS community. The other custodians are the seven counties, the Metropolitan Council, and the Minnesota Department of Natural Resources.

## RECOMMENDATIONS

That the Policy Board approve the attached Regional Policy Statement, dated September 29, 2004, which sets forth the custodial roles and responsibilities necessary to support the Web-based Socioeconomic Resources Page and acknowledges the Minnesota Population Center as the custodian of this Resources Page.

# UNIVERSITY OF MINNESOTA

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*Twin Cities Campus*

*Minnesota Population Center  
College of Liberal Arts*

*537 Heller Hall  
271-19th Avenue South  
Minneapolis, MN 55455  
Office: 612-624-5818  
Fax: 612-626-8375  
<http://www.pop.umn.edu>*

October 14, 2004

Randall Johnson, AICP  
MetroGIS Staff Coordinator  
Metropolitan Council  
Mears Park Centre  
230 East 5th Street  
St. Paul, Minnesota 55101

Dear Mr. Johnson:

By this letter, the Minnesota Population Center is committing to act as custodian for content of the MetroGIS Socioeconomic Resource directory on DataFinder [http://www.datafinder.org/mg/socioeconomic\\_resources/](http://www.datafinder.org/mg/socioeconomic_resources/). Our mission includes serving the community through data services. Being custodian for this directory helps us fulfill that mission.

Our roles and responsibilities are outlined in the attached Socioeconomic Characteristics policy summary. We look forward to working with you and with the Metropolitan Council staff.

Sincerely,



Steven Ruggles  
Director

attachment

# REGIONAL SOCIOECONOMIC CHARACTERISTICS OF AREAS PRIORITY INFORMATION NEED POLICY SUMMARY PHASE I

## *Regional Data Specifications*

### DESIRED SOCIOECONOMIC CHARACTERISTICS OF AREAS DATA SPECIFICATIONS

The Phase I solution to MetroGIS Socioeconomic Characteristics of Areas Information Need focuses on the priority socioeconomic information needs<sup>1</sup> of the MetroGIS community that can be satisfied with existing published data. These data are published by a number of organizations including federal, state, metropolitan, county, and non-profit authorities. To help the user community more easily locate data with specifications consistent with identified desired characteristics, MetroGIS facilitated the development and long-term maintenance of the Web-based Socioeconomic Resources Page at ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)).

The subject data have simply been cited and summarized in the Resources Page, along with information about how to obtain them. The producers have not been contacted, other than to clarify descriptions of their respective data holdings.

## *Roles and Responsibilities*

### A. PRIMARY CUSTODIAN

Numerous entities including federal, state, metropolitan, county, and non-profit authorities.

### B. PRIMARY CUSTODIAN RESPONSIBILITIES

No agreement has been sought by MetroGIS with any of the many cited primary producers. Each of the cited data sources is a long time, trusted publisher of data that is a product of their respective internal business needs.

### C. REGIONAL CUSTODIANS

The University of Minnesota's Minnesota Population Center has accepted custodian responsibility to maintain the content of the MetroGIS Socioeconomic Web Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)) and the Metropolitan Council has accepted custodial responsibility for the hardware, software and related support necessary to provide access to the Socioeconomic Resources Page via the Internet.

### D. REGIONAL CUSTODIAN RESPONSIBILITIES

#### **1. Content of Resources Page:**

The University of Minnesota's Minnesota Population Center has accepted the following custodial responsibilities:

- a) **Maintain Technical Integrity:** Periodically check the URL links to data sources cited in the Resources Page to make certain they are still live. If a link is broken, they will research and replace the link. This

activity will occur comprehensively at least one time per year (*December*) according to a schedule approved by the MetroGIS Coordinating Committee, and as notified by users. All changes will be conveyed to the Metropolitan Council GIS Department in a format, acceptable to both parties, that clearly communicates the changes proposed.

- b) **Monitor Currency of Site Content:** Inform MetroGIS, via the MetroGIS Staff Coordinator, of any new socioeconomic data sources that provide sub-state and/or sub-regional information, which MetroGIS should consider adding to the Resources Page (for example, the American Community Survey (ACS) when it begins delivering more complete data coverage.) In this case, the regional custodian will draft text for a *Data Source* page on ACS along with new entries for the *Data Resource Page*. The Custodian will spend 2 hours per month on discovery of new data sources.
- c) **Monitor User Satisfaction:** Participate in forums/discussions sponsored by MetroGIS that pertain to the Socioeconomic Data Resources Page and participate in subsequent discussions about which recommended enhancements to implement. Answer user questions related to data content whenever possible.

## **2. Maintenance of the Web server**

The Metropolitan Council has accepted the following custodial responsibilities:

- a) **Provide Server Support:** Provide and maintain all hardware, software and related support necessary to host the Socioeconomic Data Resources Page in an Internet environment, including but not limited to data archive, backup, retrieval and disaster recovery.
- b) **Implement Resource Page Changes:** Upon notification from the MetroGIS Staff Coordinator of approved changes to the Resources Page, modify the site to implement these changes.
- c) **Manage Feedback Link:** Comments obtained via the feedback link from the Resources Page will be consolidated not less than quarterly.
- d) **Communicate Feedback to MetroGIS:** Feedback received via the Resources Page link will be transmitted periodically to the MetroGIS Staff Coordinator who will share it with the Coordinating Committee for direction.

## **E. METROGIS RESPONSIBILITIES**

**Monitor Satisfaction and Oversee Implementation of Desired Improvements:** As requests and/or opportunities become known through user feedback and following major data release events, such as the decennial Census, the MetroGIS Coordinating Committee will provide direction to the University (*name*) as to MetroGIS's preferences to address such matters. MetroGIS will also host a Data Users Forum every 3-5 years, beginning in Spring 2005 or as otherwise determined by the Coordinating Committee, to obtain feedback from the MetroGIS community as to desired enhancements to the Resources Page and any associated data access, content, documentation and/or distribution policy(ies).

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<sup>1</sup> The research conducted by MetroGIS to identify the community's priority socioeconomic information needs is summarized at [http://www.metrogis.org/data/info\\_needs/socioeconomic\\_characteristics/index.shtml#data](http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/index.shtml#data) .



**To:** MetroGIS Policy Board

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

**Subject:** 2005 Meeting Schedule - MetroGIS Policy Board

**Date:** October 11, 2004  
(For Oct 27th Meeting)

## INTRODUCTION

A suggested meeting schedule for 2005 is presented below for the Board's consideration. No Board meetings have been scheduled beyond October 27, 2004. The meetings would continue to be held quarterly at the Metropolitan Council's Mears Park Centre offices in downtown St. Paul, beginning at 6:30 p.m.

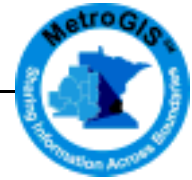
During this past year, the meetings have been held on the fourth Wednesday of the month. Staff is aware of two members who have had conflicts. The Policy Board has generally met on the third or fourth Wednesdays of the month. So a mixture of the 3<sup>rd</sup> and 4<sup>th</sup> Wednesday is proposed to avoid known conflicts.

## SUGGESTED 2005 MEETING SCHEDULE

<u>Suggested Meeting Date</u> (2005)	<u>Anticipated Major Topics</u>	<u>Possible GIS Demonstration</u>
Jan 26 <sup>th</sup> 4th Wednesday	<ul style="list-style-type: none"><li>• 2005 workplan objectives and budget</li><li>• Briefing on how current needs priorities were established</li><li>• Solution for Existing Land Use Information Need</li></ul>	Regional Mail Application
Apr 20 <sup>th</sup> 3rd Wednesday	<ul style="list-style-type: none"><li>• Election of officers</li><li>• Solution for Addressing Information Need</li><li>• Solution for Hydrology Information Need</li></ul>	Online Application for Parcel Licensure?
Jul 27 <sup>th</sup> 4th Wednesday	<ul style="list-style-type: none"><li>• Solution for Highway and Road Network Information Need</li><li>• Solutions for School and Watershed District Jurisdictional Boundary Information Needs</li></ul>	
Oct 19 <sup>th</sup> 3rd Wednesday	<ul style="list-style-type: none"><li>• Business Plan Update</li><li>• Strategy to Identify Next Generation Priority Information Needs</li></ul>	??

## RECOMMENDATION

The MetroGIS Policy Board is respectfully requested to set its meeting schedule for 2005.



Cooperation, Coordination, Sharing Geographic Data

**TO:** Policy Board

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

**SUBJECT:** Major Project Updates

**DATE:** October 18, 2004  
(For the Oct 27<sup>th</sup> meeting)

### A) THIRD GENERATION DATA SHARING AGREEMENTS

On September 15<sup>th</sup>, Chairperson Reinhardt sent the proposed agreement to each of the county representatives to the Policy Board and asked them to champion its approval by each of their respective county boards. Major provisions of the agreement include:

- Continues one-stop access for parcel data produced by the counties via MetroGIS DataFinder through 2008.
- Recognizes critical importance of the counties to MetroGIS's success.
- Establishes the Council as Licensor on behalf of the counties.
- Expands qualifying government and academic access from statewide to nationwide.
- Standardizes licensure requirements.

The agreement provides funding to the counties in 2004 for one-time programming needed to expand the Regional Parcel Dataset from 25 to 55 attributes. To receive the funding available in 2004, the counties must execute the agreement and submit it along with an invoice to the Metropolitan Council by year-end. Funding would also be provided annually to the counties to compensate for custodial responsibilities beyond their normal internal business needs. This agreement is also expected to serve as a catalyst for statewide policies relating to sharing of parcel data; a major component of the MN Spatial Data Infrastructure (MSDI) initiative (see agenda Item 7).

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

#### 1. Regional Parcel Dataset Policy: Historical Version Support

At its meeting on September 29th, the Coordinating Committee unanimously agreed on the following language to clarify policy related to support of access to historical versions of the Regional Parcel Dataset (the Policy Board has authorized the Coordinating Committee to implement clarifications to operational policy when unanimously approved by all affected parties):

##### Section B, Item 3, Historical Information:

- "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."

#### 2. Address Workgroup

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

To better understand how addresses are created, changed and used at different levels, the workgroup plans to interview a variety of stakeholders in each county that produce and use address

data. The group will then compare existing data processes and structures with the data needs of the MetroGIS community, and recommend ways to fill gaps between existing data and needs. A special effort is being made to connect with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs). It is being staffed by Mark Kotz, who is a member of the Metropolitan Council GIS staff assigned to support MetroGIS activities.

### **3. Emergency Preparedness Workgroup**

The Emergency Preparedness Workgroup is progressing in three focus areas: data development and deployment, building relationships with the emergency management community, and organizing GIS resources. The group is also working closely with the Governor's Council on Geographic Information (GCGI) Emergency Preparedness Committee to develop shared web resources for communicating with both the GIS and emergency management communities.

Initial data sets have been developed and are now being refined through a web-based Emergency Preparedness Resources Application pilot project that will use the counties as a focal point in the process. Priority has been given to datasets that are required to support the current Public Health efforts for planning the regional distribution of the Strategic National Stockpile (SNS) of pharmaceuticals.

The workgroup continues to work closely with the Minnesota Dept. of Public Safety's Division of Homeland Security and Emergency Management (HSEM) through Kim Ketterhagen of that office. Kim publishes a monthly newsletter that is received by over one thousand readers and has a standing invitation to the GIS community for articles. We work continuously to recruit writers of GIS articles and have engaged several people. Kim also conducted a workshop titled "GIS For Emergency Planning" that included GIS presentations from several key GIS professionals and had several other MetroGIS professionals in the audience.

The workgroup, in cooperation with the corresponding GCGI committee, participated in a presentation and panel discussion on our activities at the annual Minnesota GIS/LIS Conference in St. Cloud. For the first time, this conference included an entire presentation track focusing on Homeland Security / Emergency Management. The conference also created an opportunity to speak to representatives of the military in Minnesota.

In conjunction with the prototype Emergency Preparedness Resources Application, on July 28th the MetroGIS Policy Board endorsed a regional policy of view-only access to parcel data, via this application, without prior licensure by government emergency preparedness officials, subject to formal approval of the proposal from each county. Randy Knippel, Dakota County, who chairs the Workgroup, will be coordinating the request approval from each county. This approval will not be sought from the counties until they have acted on the Next Generation Data Sharing Agreement that is currently before them to avoid the potential for confusion.

### **4. Existing Land Use Workgroup**

Following meetings with several constituencies to receive comments on a proposed regional solution, the Workgroup members are currently drafting a recommendation for consideration by the MetroGIS Coordinating Committee at their December 2004 meeting.

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

### **5. Highway and Road Networks**

The Highways and Road Networks Technical Workgroup met in September to begin addressing some common definitions and data synchronization issues involved in sharing data between agencies, using Mn/DOT's Location Data Manager (LDM) as a base. More data producers have been introduced to the group to represent their unique needs and perspectives.

Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at

[http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml). This workgroup is being

staffed by Mike Dolbow, who is a member of the Metropolitan Council GIS staff assigned to support MetroGIS activities.

**6. Lakes, Wetlands, etc.**

In September, representatives from the Metropolitan Council, the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), Ramsey Co. Soil and Water Conservation District (SWCD), and the Minnesota Land Management Information Center agreed on roles and responsibilities and a strategy to collaboratively update of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area. A pilot study will be conducted later this fall to work out any bugs in the strategy. A recommendation to the Coordinating Committee pertaining to a regional solution is expected to be presented to the Coordinating Committee at its March 2005 meeting.

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

**7. Regional Parcel Dataset Enhancements**

Implementation of the enhancements to the Regional Parcel Dataset endorsed by the Policy Board on July 28<sup>th</sup> are awaiting execution of the proposed Third Generation Data Sharing Agreements. (See Item A, above.)

**8. Socioeconomic Characteristics of Areas**

See Agenda Item 5a. In addition, the preliminary 2005 workplan anticipates the Phase II workgroup (solutions to Socioeconomic information needs that cannot be achieved with existing published data) to launch in Spring or Summer 2005. The Phase II effort will build on work of the Address Workgroup, which is expected to be substantially complete by Spring 2005. (Refer to Item B2, above.)

**C) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

**1. Regional Mailing Label Application**

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

**2. Regional Parcel Dataset Policy: Access by Non-Profit Interests**

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

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

#### **D) STRATEGIC PLANNING RETREAT**

The 2004 MetroGIS workplan calls for the Coordinating Committee to host a retreat this fall. The primary objectives would be to contemplate technology and organizational changes that have occurred since MetroGIS was established in 1996, discuss how these changes are impacting MetroGIS's current objectives and philosophies, and identify candidate next steps for further discussion in preparation for the Business Plan Update proposed for 2005.

Unfortunately, due to the unanticipated complexity and length of time involved in the negotiations concerning the next-generation data sharing agreement (Item A, above), funds available for the proposed retreat were exhausted in July. The firm of Richardson, Richter & Associates, Inc. (RRA) is assisting with both efforts. The current thinking is that the Coordinating Committee members would participate in a SWOT (Strengthens, Weaknesses, Opportunities, Threats) exercise prior to the proposed retreat. This exercise would be held in early 2005. It would be followed by: 1) a distillation of the results into a form suitable for more structured policy deliberation, 2) interviews with key leadership and a survey of the broader stakeholder community for feedback and refinement of issues and options, and 3) the proposed retreat of the Committee and other key leadership to identify (maybe reach agreement on) key strategies and objectives for the next 3-5+ years.



**TO:** Policy Board

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

**SUBJECT:** Information Sharing

**DATE:** October 11, 2004  
(For the Oct 27<sup>th</sup> meeting)

a) **MetroGIS Applies for Award from Harvard Innovations in Government Program**

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

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

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

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

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

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

“MetroGIS has already resolved many of the problems that most communities are yet to realize even need to be addressed,” said Sam Bacharach, Executive Director for Outreach and Community Adoption at OGC. “These include questions such as ‘What data do we share? How do we include partners who do not have the assets to fully participate? How do we convince anyone to participate?’ “These issues may sound trivial, but the reality is that the people-based, management issues are now more difficult to handle than the purely technical issues of data-sharing,” Bacharach said. “MetroGIS has done a remarkable job.”

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

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

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

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

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

Articles Published in Fall 2004 Issue of GIS/LIS Newsletter

Two articles summarizing major MetroGIS activities since the last newsletter were submitted for the Fall 2004 issue. They can be viewed at <http://www.mngislis.org/newsletter/issue38/issue38toc.htm>.

e) **Related Metro and State Geospatial Initiatives Update**

1. **Twin Cities Consortium of Non-Profits Awarded \$600,000 Commerce Department Technology Program (TOP) Grant**

The consortium partners include neighborhood and community organizations, city and suburban municipalities, and county, regional and state government entities. An excerpt from the Application’s Executive Summary follows: “Building on the existing GIS infrastructure, Minnesota 3-D is an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota.....By combining new statewide data on employment and demographics through an agreement with the U.S. Bureau of Labor Statistics, the Social Security Administration, and the Census Bureau with the existing region-wide parcel-level housing data, Minnesota 3-D will be a “first-of-its-kind” system.....Minnesota 3-D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage.”

“The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing.”

2. **MN Spatial Data infrastructure (MSDI) Strategic Plan**

On October 5<sup>th</sup>, a Strategic Plan for Minnesota’s Spatial Data Infrastructure was debuted at the Minnesota State GIS/LIS Conference. In June this Plan was approved by the Minnesota Governor’s Council on Geographic Information. It draws upon the experiences and philosophies

of MetroGIS. It also recognizes the importance of Minnesota's geospatial efforts aligning with fundamental policies that comprise the National Spatial Data Infrastructure. Finally, it also includes a strategy for next steps by Minnesota interests necessary to achieve the vision.

The MetroGIS Staff Coordinator and David Arbeit, with LMIC and a member of the Coordinating Committee, serve on the Council's Committee responsible for overseeing the development and implementation of this Plan. The Plan is comprised of eight theme-based Plans and a major emphasis on establishing an effective organizational structure to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are currently in various stages of completion. There is substantial overlap between these 8 themes and the MetroGIS's community's priority common information needs.

### **3. MN Governor's Council on Geographic Information (GCGI) Annual Report**

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

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

##### **I-Teams:**

The Strategic Plan for Minnesota's Spatial Data Infrastructure described above [Item e(2)] is a component of the federal Office of Management and Budget's (OMB) initiative referred to as I-Planning or Implementation Planning. The Plan described above will be submitted shortly to the federal OMB. An objective of the I-Planning initiative is to coordinate federal program expenditures with geospatial needs identified in state I-Plans.

##### **U.S. Census:**

###### 2004 First Edition TIGER/Line Files to be Released in December

The U.S. Census Bureau is beginning twice a year releases of the TIGER/Line files. The 2004 First Edition TIGER/Line files are the first of two versions of the TIGER/Line files that will contain 2004 geographic boundaries.

The 2004 First Edition TIGER/Line files are the first version of the TIGER/Line files to include a significant number of counties or statistically equivalent entities containing realigned street feature coordinates that have progressed through the MAF/TIGER Accuracy Improvement Project (<http://www.census.gov/geo/mod/maftiger.html>). Except for those counties with improved street feature coordinates, the 2004 First Edition TIGER/Line files contain very few updates to street features or address ranges from the Census 2000 versions of the TIGER/Line files.

The Census Bureau has added a new record type to the 2004 First Edition TIGER/Line files. Record Type M provides spatial metadata for each feature in a TIGER/Line file, identifying the source for the spatial coordinates. A description (<http://www.census.gov/geo/www/tiger/tiger2004fe/rtmdesc.html>) and explanation of the fields in Record Type M is available. Two new fields (UACU and URCU) have been added to Record Type A containing the corrections to the Census 2000 Urbanized Areas and Urban Clusters announced by the Census Bureau in August 2002. See 2004 First Edition TIGER/Line File Record Layout ([http://www.census.gov/geo/www/tiger/tiger2004fe/ch6\\_2004fe.pdf](http://www.census.gov/geo/www/tiger/tiger2004fe/ch6_2004fe.pdf))

#### **g) September 29<sup>th</sup> Coordinating Committee Meeting Minutes**

The summary for the September 29<sup>th</sup> Coordinating Committee meeting can be viewed at [http://www.metrogis.org/teams/cc/meetings/m\\_09\\_29\\_04.pdf](http://www.metrogis.org/teams/cc/meetings/m_09_29_04.pdf).