

**Meeting Summary  
MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
April 10, 2002**

**1. CALL TO ORDER**

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

Members Present: Terry Schneider (AMM-City of Minnetonka), Gary Schiff (AMM-City of Minneapolis), Jim Kordiak (Anoka County), John Siegfried (Carver County), Willis Branning (Dakota County), Patrick O'Connor for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County) [arrived after the start], Molly O'Rourke (Washington County), Conrad Fiskness (Metro Watershed Districts), and Roger Williams (Metropolitan Council).

Members Absent: Antoinette Johns (TIES) and Joseph Wagner (Scott County).

Coordinating Committee Members Present: David Arbeit, David Claypool, Eli Cooper, Will Craig (Chair), Rick Gelbmann, Jane Harper, Brad Henry, Jim Hentges, Randy Knippel and Gary Swenson.

Support Staff: Randall Johnson, Jeanne Landkamer, Steve Fester, and Kathie Doty, with Richardson, Richter and Associates.

Visitors: David Brandt (Washington County), Bill Brown (Hennepin County), and Gordon Chinander (Carver County).

**2. ACCEPT AGENDA**

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

**3. MEETING SUMMARY**

Member Fiskness moved and Member Schneider seconded to approve the summary of the January 9, 2002 meeting as submitted. Motion carried, ayes all.

**4. CONSENT AGENDA**

**a) Nominations for URISA's ESIG Award and Governor's Council GIS Project Commendations**

Member Fiskness moved and Member Williams seconded to authorize staff to prepare and the Board chair to sign 2002 applications for URISA's ESIG Award and the Minnesota Governor's Council GIS Project Commendations. Motion carried, ayes all.

**5. OVERVIEW OF COUNTY GIS PROGRAMS**

The Policy Board received a presentation from each county to share information about their respective GIS programs. Each presenter (Gary Swenson – Anoka County; Gordon Chinander – Carver County; Randy Knippel – Dakota County; Bill Brown – Hennepin County; David Claypool – Ramsey County; Jim Hentges – Scott County; and David Brandt – Washington County) had been asked to address five questions relating to support of GIS services internal to the county and to others, fees for services, whether a website is supported, and whether COGO and GPS had been/is being used to develop and maintain their respective parcel databases. The presentations lasted about 90 minutes. The slides for each presentation are attached to this meeting summary. The Board also directed staff to post them to the MetroGIS' general information Internet site.

The Board members concurred that the presentations were excellent, demonstrating how GIS is being integrated into day-to-day business functions of the counties. Commissioner Kordiak thanked each of the presenters for their enthusiasm. Chairperson Reinhardt noted that it was her intention to ask for this type of update on an annual basis.

Vice Chairperson Kordiak turned the meeting over Chairperson Reinhardt.

## **6. ACTION AND DISCUSSION ITEMS**

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

Chairperson Reinhardt explained that MetroGIS's bylaws call for annual election of a chairperson and vice chairperson.

Member Siegfried nominated Member Reinhardt (Ramsey County) to serve as chairperson for the upcoming year. Member Kordiak nominated Member Johnson (Hennepin County). Nominations were closed. A vote was taken by a show of hands. Nine in favor of Member Reinhardt and one (Member Kordiak) for Member Johnson. Member Reinhardt was declared the MetroGIS Policy Board chairperson for the coming year and was thanked for accepting this responsibility.

Member Branning nominated Member Kordiak for Vice-chair. No further nominations were received after three calls. Member Kordiak was declared the vice-chair for the coming year and thanked for his willingness to continue to serve in this capacity.

### **b) Planned Land Use Information Need and "Launch Forum"**

Jane Harper, Vice-Chairperson of the Coordinating Committee, summarized the recommendation of the Coordinating Committee at its March 20 meeting to endorse the desired data specifications, custodial roles and responsibilities, and designation of the Metropolitan Council to serve as regional custodian. Ms. Harper then introduced Rick Gelbmann, Metropolitan Council GIS Manager, who explained the importance and benefits of this dataset, the interests that participated in its development, and the development process.

Gelbmann credited the I-35W Corridor Coalition for its significant efforts to prototype, as a pilot for MetroGIS, the unprecedented regional coding that permits like-comparisons of the land use plans across the 190-community metro area in a manner that provides substance and also provides the user with the ability to also access the official designation as adopted by the local unit of government. He also credited Paul Hanson, of the Council's GIS staff, for his significant contribution to building, from scratch, the actual regional dataset.

**Motion:** Member Kordiak moved and Member Fiskness seconded that the Policy Board approve the following specifications for the Regional Planned Land Use dataset, regional land use coding scheme, regional custodian, and custodian roles and responsibilities:

- 1) The Regional Planned Land Use Coding Scheme, the tiered system and outlined codes as presented in the attached Policy Summary Document, dated March 6, 2002.
- 2) The proposed data specifications as presented in the attached Policy Summary, dated March 6, 2002.
- 3) Designation of the Metropolitan Council to serve as the custodian of the Regional Planned Land Use datasets and supplemental databases on behalf of the MetroGIS community.
- 4) The proposed roles and responsibilities of the regional custodian organization, as presented in the attached Policy Summary Document, dated March 6, 2002.

Motion carried, ayes all.

### **c) Performance Measures Plan and Business Plan Update**

Kathie Doty, of Richardson, Richter and Associates and member of the MetroGIS Staff Support Team, summarized the objectives of MetroGIS's performance measures project (e.g., to measure ease of access to needed data by users, ease of participation by producers, and improved decision support and service delivery) and explained that the proposed Plan was built upon several candidate measures that the Board had endorsed at its January meeting. She then summarized the components of the Plan, which had been approved by the Coordinating Committee on March 20 for Board consideration, noting the Committee had directed staff to modify Measures 6 and 7 to minimize effort on the part of the producers. These

changes were addressed in the version before the Board. Doty concluded her remarks by sharing an example of the data collected to serve as benchmarks for several of the measures, noting that in addition to the data, staff will attempt to explain what the numbers mean.

Member Schneider complimented the staff and the project team for developing a straightforward and meaningful performance measures plan, noting that it is very easy to get lost in the complexity of attempting to identify meaningful measures. Member Fiskness also spoke in favor of the proposed Plan as a valuable management tool to ensure that the MetroGIS is able to adapt to changing needs and is outcome-based.

Alternate Member O'Connor asked the Metropolitan Council's representative if the Council supports the Plan and how it was financed. Eli Cooper stated that the Council is very supportive and excited about the products that have emerged from the MetroGIS collaborative effort. Staff Coordinator Johnson noted that the cost to develop the Plan and to carry out the proposed Business Plan Update, of which the Performance Measures Plan is a component, are part of a two-year contract with the firm of Richardson, Richter and Associates, and are specified in MetroGIS's approved 2002 budget and work plan.

**Motion:** Member Siegfried moved and Member Fiskness seconded that the Policy Board approve:

- 1) The MetroGIS Performance Measures Plan, dated March 21, 2002, as recommended by the Coordinating Committee.
- 2) The proposed Business Plan Update process, in particular, the proposed focus on current and emerging challenges.

Motion carried, ayes all.

#### **d) Regional Parcel Dataset – Private Sector Version: Evaluation of Inactivity**

Chairperson Reinhardt summarized staff's proposed evaluation of the lack of interest in this dataset, as outlined in the staff report, in preparation for the annual review by the Board at its July meeting. The annual review is called for in the multi-party agreement executed in May 2001. This agreement authorizes the Metropolitan Council to assemble the seven county parcel components and distribute the regional assembly. She then asked Hennepin County to comment on their intentions with regard to the multi-party agreement. Alternate Member O'Connor stated that Hennepin County intends to continue to participate but that they would prefer to use their own license.

This statement initiated comments from the Anoka and Dakota county representatives that their Boards had approved the multi-party agreement and the accompanying common license as a package. Both commented that if Hennepin County wants their own license that maybe they would also reconsider. Chairperson Reinhardt requested Hennepin County to endorse a time extension to permit the Policy Board time to work through the issues. Alternate Member O'Connor stated that he would look into this matter the following day.

There was no action by the Board other than the Chairperson's request for cooperation from Hennepin County in the form of an extension to accommodate the agreed upon evaluation. The requested extension will enable MetroGIS to continue to move forward with its work to provide an efficient means of access by non-profit and for-profits interests to parcel data from multiple counties.

#### **7. INFORMATION ITEMS**

Chairperson Reinhardt shared with the Board a proposal for MetroGIS to host a Participant Appreciation Event on November 14th to celebrate MetroGIS's accomplishments. She encouraged everyone to mark the date on their calendars. The Staff Coordinator noted that the Coordinating Committee had suggested that the Board consider holding the event in conjunction with a Board meeting. The Board concluded that a decision regarding a Board meeting preceding the event on the same evening does not need to be made until the July Board meeting. Staff invited interested Board members to participate on the program committee.

Member Fiskness spoke in favor the proposed event, noting that use of GIS and collaboration on common needs has come a long way since the he joined the Policy Board in 1997. He wondered out loud what things will look like five years from now.

There was no discussion of any of the other information items presented in the agenda materials.

Minneapolis City Council Member Gary Schiff was introduced as the newest Board member, appointed by the Association of Metropolitan Municipalities on April 4 to represent large cities on the Policy Board. He noted that several neighborhoods in his ward are daily users of GIS technology, that he has had formal training with GIS software, and looks forward to serving on the Policy Board.

**8. NEXT MEETING**

July 10, 2002

**9. ADJOURN**

The meeting concluded at 8:47 p.m.

Prepared by,

Randall Johnson  
MetroGIS Staff Coordinator