



Agenda

Thursday, November 18, 2004
Centennial Office Building, Room 302
658 Cedar Street, St. Paul, MN 55155
(Southeast of State Capitol Building)
2:00 to 4:00 PM

1. Call to Order

2. Approve Agenda

3. Approve Meeting Summary

- a) November 6, 2004 - Previously approved by e-mail..... all

4. Items Requiring Action or Discussion:

- a) Elect a Team Chair All
- b) TLG Street Centerlines - Potential Enhancements for E-911 Jim Maxwell
- c) MetroGIS Mailing Label Application - Background and Brief Description Alison Slaats
- d) MetroGIS Application Finder Concept Mark Kotz
- e) 2005 Meeting Schedule all

5. Project and Workgroup Reports

- a) Coordinating Committee and Policy Board Updates..... Randall Johnson
- b) Socioeconomic Information Mark Kotz
- c) Address Workgroup Mark Kotz

6. Technical Presentations & Demonstrations

- a) City of St. Paul Address Management Project (STAMP) Bob Basques

7. Information Sharing

- a) Major MetroGIS Activity Update
- b) More Information Sharing

8. Adjourn

3. Approve Meeting Summary

November 6, 2003 (last meeting) summary was previously approved by e-mail. See http://www.metrogis.org/teams/ta/meetings/m_11_06_03.pdf

4. Items Requiring Action or Discussion

4a) Elect a Team Chair All

A Technical Advisory Team chairperson must be elected for 2005. The responsibilities of the chair include presiding over the semi-annual meetings, helping staff to set the meeting agendas, and potentially reporting to the Coordinating Committee (although staff can do this too).

Nominations for chair:

Vote:

4b) TLG Street Centerlines - Potential Enhancements for E-911Jim Maxwell

The Metropolitan E911 Board would like to make use of the TLG street centerline dataset to meet its internal business needs. They have some specialized requests pertaining to the addition of new fields and possibly to field customization. Discussion, suggestions and input will be sought at the TAT meeting regarding a recommendation on how best to proceed with this given the likelihood that very few of the existing users of this dataset will desire these additions or changes. Not all potential customized data requests are known at this time, but it is known that there may be a desire by the E911 board to make some customizations to street names based on MSAG and phone record information rather than postal or municipal standards. Phone record addresses not related to actual road centerlines may also be desired.

4c) MetroGIS Mailing Label Application - Background and Brief Description Alison Slaats

In 2002, the MetroGIS Policy Board adopted a 2003-2005 Business Plan for MetroGIS. It expanded MetroGIS's scope for satisfying common information needs beyond fostering regional data solutions to fostering regional geospatial applications. These applications will use regional datasets to satisfy priority common information needs.

At the suggestion of Anoka County Commissioner Kordiak, who serves as vice-chair of the MetroGIS Policy Board, the Board recognized a region-wide mailing label application as a good candidate through which to launch this broadened scope.

Subsequently, Carver County generously shared a mailing label web application, written by Peter Henschel, with MetroGIS to use as a basis for a regional application. MetroGIS then modified and expanded that application and made changes suggested by staff with several of the counties.

The resulting regional mailing label application allows users to select parcels using a PIN, address or interactively on a map. The selected parcel can be buffered to select the parcels within a user-input distance. Mailing labels can then be created from the selected parcels using owner, taxpayer or parcel address. Then the addresses are output into a text file or a PDF document.

The application will use the new (2005) Regional Parcel Dataset that includes both a polygon and points dataset. These datasets contains tax properties in the seven county metro area of the Twin Cities. The dataset does not contain every address in the metro area. For example, if an apartment building is located on a parcel, that parcel will only have one address, and not an address for each apartment. The parcel data in the application will be updated quarterly as they are provided from the counties to MetroGIS. Hopefully the parcel agreement will be in place in December.

The regional mailing label application is password protected and only available to licensed users of the Regional Parcel Dataset.

4d) MetroGIS Application Finder Concept Mark Kotz

Early in its organizational development, MetroGIS defined as a central role the task of providing solutions to common information needs of the MetroGIS community. Up until this time, those solutions have focused primarily on geospatial data. However, as datasets have been developed and shared, MetroGIS has begun focusing on geospatial applications as an additional way of responding to common information needs.

To this end, MetroGIS staff have been developing a preliminary concept for a kind of “Application Finder” mechanism. This would be something similar to DataFinder, but would focus on geospatial applications. This very preliminary concept will be presented and staff will request ideas and feedback from TAT members.

4e) 2004 Meeting Schedule All

Meeting dates need to be set for 2005. Should we continue to meet every 6 months? Should we continue with the 3rd Thursdays of May and November?

5. Project and Workgroup Reports

5a) Coordinating Committee and Policy Board Updates Randall Johnson

Information about activities of the MetroGIS Policy Board can be found in the meeting minutes and agendas at http://www.metrogis.org/teams/pb/index.shtml#agendas_minutes . Information about the Coordinating Committee can be found at http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes . No specific presentation of this material is planned for this TAT meeting, but Randy Johnson (MetroGIS staff) will be available for questions.

5b) Socioeconomic Information Mark Kotz

The Phase I solution to MetroGIS’ Socioeconomic Characteristics of Areas Information Need focuses on the priority socioeconomic information needs 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 http://www.datafinder.org/mg/socioeconomic_resources/index.asp .

The Minnesota Population Center at the University of Minnesota has accepted the regional custodian responsibilities of this information need solution.

5c) Address Information Needs Workgroup Mark Kotz

The MetroGIS Address Information Needs workgroup began meeting in March of 2004.

Purpose Statement

Respond to unmet address information needs by recommending strategies to meet those needs. This includes identifying options for meeting the need where appropriate, as well as identifying the stakeholders (producers, users, partners) related to the address information needs.

Guiding Principles

1. *Minimize duplication of effort.*
2. *Maximize consistency of data among the variety of producers and users.*

Scope

The following types of situs addresses are within the scope of the workgroup's activities:

1. Addresses for all occupiable units, including residential and non-residential units. This includes, but is not limited to, individual apartment units, stores in a strip mall, and business suites in an office complex.
2. All "official" addresses (addresses assigned by the official addressing authority for a particular jurisdiction) that are in addition to 1 above. This might include things like parks, cell towers and loading docks, depending on the jurisdiction.
3. Information about sublocations within the addresses defined in 1 and 2 above. The purpose of this would be to define a more specific location at an address, for features within the address that do not have their own official address (i.e. a loading dock at a commercial address, a free standing garage, a barn on a farm, a pavilion at a park).

In addition, the group should work on the following address-related tasks:

1. Define an appropriate way to reference places that don't have a situs address, such as through assignment of points or coordinates or other referencing systems (e.g. intersection, mile markers) and recommend a strategy to put in place best practices for the capture and management of such data.
2. Recommend a best practice to link (move between) assigned addresses and corresponding a) vanity and alias addresses and b) landmark names that could include a variety of business and place name options.
3. Recommend procedures to translate "situs" addresses into mailing addresses and corresponding coordinates and vice versa.

Members

Membership in this workgroup has grown as the workgroup has progressed. Membership is currently as follows:

- Gordon Chinander, Metropolitan 911 Board
- John DeJung, Minneapolis
- Amy Geisler, City of Ramsey Planning
- Jeff Gottstein, Woodbury PD
- Pete Henschel, Carver County
- Deb Jones, Falcon Heights and liaison to Address Committee of the Ramsey County GIS Users Group
- Erin Naughton, Minneapolis
- Nancy Read, Metropolitan Mosquito Control District and liaison to Coordinating Committee
- Lyn Rohe, Scott County
- Scott Simmer, Hennepin County
- John Slusarczyk, Anoka County
- David Windle, City of Roseville and liaison MetroGIS Emergency Preparedness Workgroup
- Mark Kotz and Randall Johnson (MetroGIS Staff Support Team)

Work Plan

Task	Description	Completed
1	Finalize priority address-related information needs	April 7, 2004
2	Define preliminary priority mailing & situs address types , which are within the scope of this effort (e.g., occupiable units) to be refined as necessary following the interviews in Step 4d.	Tentatively April 28, 2004
3	Identify or Define data standards for the address types that are within scope.	Tentatively June 2, 2004
4	Understand how addresses are created, changed and used at different levels , (e.g. building permit application processes, county assessors, E911, parcel data, TLG, etc.)	
a	Identify the different stakeholders (i.e. various producers and users) and sources of address information	June 23, 2004
b	Define objectives for interviewing stakeholders. What do we want to learn from them.	June 23, 2004
c	Create draft address flow diagrams for each county and other entities.	November 8, 2004
d	Agree on a list of interview candidates and interview process	November 8, 2004
e	Interview representatives from each desired perspective	<i>December 15, 2004</i>
f	Document existing processes for creating and changing address data by updating address flow diagrams.	<i>December 15, 2004</i>
5	Prepare standardized address flow diagrams	<i>Mid January, 2005</i>
6	Compile survey results and prepare draft report with analysis	<i>Mid January, 2005</i>
7	Identify address data that currently exist and prepare examples to look at and talk about.	<i>Mid January, 2005</i>
8	Define gaps between what currently exists and capabilities needed to tackle unmet address needs.	<i>February, 2005</i>
9	Identify strategies to fill the gaps. Investigate and document the pros and cons of options to tackle unmet address-related information needs. Recommend appropriate regional strategies and best practices, including who should be involved, and roles and responsibilities.	<i>March, 2005</i>
10	Promote understanding and use of adopted regional strategies: Proactively take measures to inform those organizations, whose responsibility it is to produce and maintain situs address records, of the value of the adopted regional strategies and promote widespread use of them.	
11	Establish a mechanism to evaluate progress.	

6. Technical Presentations and Demonstrations

6a) City of St. Paul Address Management Project (STAMP)Bob Basques

The City of Saint Paul has spent a good portion of this past year implementing a consolidated address assignment and maintenance system. The key to bringing such a system into existence was the willingness of participants from each City Department to come together, research and build the system in a cooperative environment. The personnel assigned to the effort were in many cases on loan from their respective departments and gave each participant a sense of ownership of the system. Many pieces of the addressing dataset come from different data custodians in the City.

The end result will be a single Addressing service that will allow all City Personnel to more easily lookup, assign and maintain address related information. The beginning of the new year will see the unveiling of the Addressing systems core functionality. There are further enhancements planned in the months to follow.

7. Information Sharing

7a) Major MetroGIS Activity Update

Updates on the following major MetroGIS activities can be found in the MetroGIS Policy Board meeting packet at http://www.metrogis.org/teams/pb/meetings/a_10_27_04.pdf, stating on page 12.

- a) Third Generation Data Sharing Agreement - *Status Update*
- b) Priority Common Information Need Solutions
 - *Regional Parcel Dataset Policy– Historical Versions Support Clarified*
 - *Address Workgroup*
 - *Emergency Preparedness Workgroup*
 - *Existing Land Use Workgroup*
 - *Lakes and Wetlands Workgroup*
 - *Socioeconomic Characteristics of Areas Workgroup*
 - *Highway and Road Networks*
- c) County Data Producers Workgroup
 - *Regional Parcel Dataset Policy – Access by Non-Profit Interests*

7b) More information Sharing

Updates on the following information sharing topics can be found in the MetroGIS Policy Board meeting packet at http://www.metrogis.org/teams/pb/meetings/a_10_27_04.pdf, stating on page 16.

- 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 29th Coordinating Committee Meeting Minutes