



# RAMSEY COUNTY GIS USER GROUP

An alliance of communities sharing Geographical Information Systems

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## Meeting Minutes

2:00 – 4:00 PM, March 31, 2011

Shoreview Community Center, 4580 Victoria St N

### 1. Introductions

Mark Andrie, City of New Brighton

Matt Baker, City of Shoreview

Melissa Baker, Capitol Region Watershed District

Meagan Beelzman, City of Arden Hills

Mike Goodnature, Ramsey Conservation District

Dan Holzemer, City of White Bear Lake

Brian Jastram, Mississippi Watershed Management Organization

Deb Jones, City of Falcon Heights

Joel Koepp, City of Roseville/City of North St. Paul

Carrie Mack, Ramsey Washington Metro Watershed District

Curt Peterson, Ramsey County

Ger Pha, City of St. Paul

Tom Riedesel, White Bear Township

Jolinda Stapleton, City of Roseville

Jan Vanderwall, Roseville School District

Meeting was called to order by Matt Baker at 14:06.

### 2. Additions or Corrections to the Agenda

Agenda approved by consensus.

### 3. Approval of March 3, 2010 Meeting Minutes.

Minutes approved by consensus.

### 4. Ramsey County Data Updates

Curt Peterson informed the group that the monthly updates are available on the FTP site.

### 5. Data Distribution Update

Matt Koukol was not available to update the group. This item will be addressed at the next User Group meeting. It was noted that the fee schedule was approved by the Ramsey County Board.

### 6. User Group Joint Powers Agreement Review

Copies of the most recent User Group Joint Powers Agreement (JPA) were handed out and Matt Baker began the discussion by asking for comments on revisions to the JPA. It was clarified that this

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#### Chair

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#### Vice Chair

Joel Koepp

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#### Secretary

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discussion concerned only comments regarding general revisions to the JPA and was not for requesting action (i.e. voting) on language changes to the JPA at this time, as there will be a vote later this year to ratify the JPA.

Carrie Mack presented a list of potential revisions which she has compiled since the last JPA review in 2008. The suggested revisions included incorporation/assessment of the following:

1. Two sets of blank (for signatures on the last page); one for the Member Organization and for the Chair of the User Group to sign.
2. Review Minnesota Open Meeting Law Statutes for electronic/email voting.
3. Redefine attendance quorum required for User Group.
4. Review the purpose of non-paying affiliate membership. Non-paying affiliates retain no voting rights and do not have access to GIS data.
5. Review non-profit organizations membership criteria.
6. Review/create language to address the following situations:
  - a. If a Member lapses their JPA. Would they retain rights to vote and/or obtain data?
  - b. If a Member violates licensing/data sharing agreement.

Electronic/Email Voting. It was briefly discussed that electronic/email voting would not be allowed as the User Group is bound by the Minnesota Open Meeting Law which requires all meetings, votes, etc. to be conducted in a public manner. Email is considered a private communication method and can be met with penalty.

Quorum. It was discussed that requiring a quorum of 40% would most likely be sufficient. It was suggested to the User Group Executive Board to review the average attendance of past meetings and determine the actual number of User Group Members.

Non-Profit Organizations. With regards to defining criteria, some User Group Members felt that the current language in the JPA was sufficient because State standards defining non-profit organizations already exist. It was expressed that if the User Group were to define membership criteria for non-profit organizations, this may be more a policy change rather than having to define the criteria within the JPA.

Other Members expressed that as Ramsey County moves towards free distribution of data, the need for incorporating non-profit organizations would not be necessary. Therefore, language regarding non-profit organization membership would be eliminated from the JPA. Some Members expressed concern over eliminating non-profit organization membership altogether.

The User Group Executive Board will take into consideration the recommendations and revisions expressed by User Group Members and will revise the JPA. A draft 2012-2015 JPA will be presented the next User Group meeting to discuss the revisions.

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## Chair

Matt Baker

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## Vice Chair

Joel Koeppe

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## 7. Imagery Schedule 2012-2013

Matt Baker provided the User Group with an outline detailing what Ramsey County is proposing, what the language in the JPA states, and the proposed action for the User Group.

Ramsey County is proposing to delay the spring 2012 aerial photography flight and physical feature update until 2013 to take advantage of bulk discounts and aligning flight schedules with neighboring metro counties.

Article VI (GIS Data to be Supplied by Ramsey County), Section 1 of the User Group JPA states:

“It is the intent of this Agreement that the Users Group will negotiate an agreement with Ramsey County for the exchange of County GIS Data with Members and Paying Affiliates at a preferential fee structure. A component of the fees will apply to maintenance of digital physical features from aerial photography captured County-wide on a three year basis.”

The action for the User Group is a vote to approve delaying the 2012 flight and physical feature update until 2013. If approved, a letter will be sent to Ramsey County supporting the proposal to alter the flight schedule.

Jan Vandervall moved to approve delaying the 2012 aerial flight and physical feature update until 2013. Jolinda Stapleton seconded. The motion was approved by consensus. Matt Baker will draft a letter of support and mail it to Ramsey County.

An impromptu discussion regarding an impervious surfaces dataset occurred. Several Members expressed interest in an updated dataset and asked when the next opportunity to update this dataset may be. It was noted that the 2013 flight and physical feature update would be the next opportunity.

## 8. Community Announcements

Jan Vanderwall informed the User Group that Google Earth now has imagery available of the area in Japan devastated by the tsunami.

Curt Peterson asked if any Members were experiencing flooding.

Mike Goodnature informed the User Group that Ramsey Conservation District had cost sharing funds available for well sealing. He also wanted to know if anybody has data on abandoned wells.

Joel Koepp informed the User Group that MnGEO now has WMS service with 2010 imagery available.

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Jolinda Stapleton noted that she has been having demonstrations from vendors regarding asset management software. If anybody has any advice or opinions on software, please contact her ([jolinda.stapleton@ci.roseville.mn.us](mailto:jolinda.stapleton@ci.roseville.mn.us)). Other Members expressed interest in her findings as other organizations are beginning this process in the future.

Matt Baker thanked Carrie Mack for her service as the 2010 User Group Chair and presented her with a commemoration plaque.

Brian Jastram asked the User Group if any Member is taking or is interested in taking the ESRI Technical Certification Program. Exams are available for different areas of expertise (desktop, developer, enterprise at either the associate or professional). See ESRI's website for additional information (<http://training.esri.com/certification/>).

## 9. Agenda for May 5, 2011 Meeting

Active Living Ramsey County Mapping Portal Demonstration, JPA Revisions.

## 10. Adjourn

The meeting was adjourned at 15:12.

The next meeting will be on Thursday May 5th, from 14:00-16:00, at the Shoreview City Hall.

Minutes submitted by Melissa Baker, Secretary.

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