

Metropolitan GIS Committee Meeting Minutes

74th Metropolitan GIS Committee Fargo-Moorhead Metropolitan Council of Governments THURSDAY, January 25th, 2018 – 10:00 a.m. 1st Floor Board Room | Moorhead City Hall

Members Present:

Brad Anderson, City of Moorhead
Kay Anderson, Cass County GIS
Hali Durand, Cass County Planning (Proxy for Kay Anderson)
Anna Pierce, Metro COG
Dan Farnsworth, Metro COG
L. Peyton Mastera, City of Dilworth (Proxy for Stan Thurlow)
Todd Copeland, Moorhead Public Service
Travis Genty, City of West Fargo
Mark Sloan, Clay County
Daryl Masten, City of Fargo
Kristie Leshovsky, City of Moorhead Planning (Proxy for Brad Anderson)

1. Chair Anderson called the meeting to order at 10:02am.

Introductions were made.

- a. Mr. Masten suggested that Chair Anderson continue as Committee Chair for 2018 to attempt at continuity due to the Metro COG turnover that occurred in 2017.

Mr. Masten moved for Chair Anderson to continue as Chair and Mr. Sloan seconded. The motion was passed unanimously.

- 2. Approve the 74th Metropolitan GIS Committee Agenda**

Mr. Mastera moved to approve the agenda and Ms. Anderson seconded. The motion was passed unanimously.

- 3. Approve Minutes from the 73rd Metropolitan GIS Committee on May 1st, 2017**

Mr. Sloan moved and Mr. Masten seconded. The motion passed unanimously.

Chair Anderson noted and wanted to follow-up on a few items from the May 1st Meeting:

- Long-Range Data Development Plan files produced would be shared with local jurisdictions. No one recalled receiving the final data. Mr. Farnsworth acknowledged that Metro COG has that data and he would send it out to Committee Members.

4. GIS Committee Membership reviewed and updates provided.

Mr. Copeland does not currently have a proxy for Moorhead Public Service, but will forward information to Ms. Pierce once he designates a proxy. Mr. Solberg's information is still to be verified. Any further updates please forward to Ms. Pierce.

Mr. Masten to reach out to Nathan with the Diversion Authority to extend an invitation of membership. Ms. Durand to reach out to Brent at Moore Engineering to extend an invitation of membership to the City of Horace.

5. Daryl Masten provided an updated on the 2017 Fargo-Moorhead Aerial Photography / LiDAR Data Acquisition

Last delivery just delivered in December. There were more delays than normal with these deliverables and should be noted for future contracts with Merrick. Continuing to pass elevation data around to jurisdictions, so that everyone has all the data on their own servers. Mr. Sloan with Clay County will take the hard-drive with him after the meeting and pass it along to Cass County and the City of West Fargo. City of Moorhead and City of Fargo have already downloaded the data. A copy of all deliverables is housed at City of Fargo and Metro COG. Final invoice received from Merrick, but Metro COG will wait to pay the final invoice until all jurisdictions have reviewed the data. If errors are found within the data, jurisdictions are to reach out to Mr. Masten. Mr. Masten will relay errors to Merrick and corrections can be made.

Chair Anderson noted a continued error with the coordinate system. Merrick's deliverables use the 2007 adjusted coordinate system "Post HARN 23007, NCR national adjustment" (an issue, but not worth revising because the parameters are basically the same). When discussed with Merrick they said it was in the contract, despite the RFP stating otherwise.

6. Next Generation 911 – GIS Data Standards

a. Status of Metro GIS Data Subcommittee

Never formed an official group, but met anyways. Chair Anderson informed the group that Address Standard was approved by the State of Minnesota in December 2017. April or May 2018 Metro COG GIS Data Subcommittee will meet next. Subcommittee consists of Mr. Masten (City of Fargo), Mr. Anderson (City of Moorhead), Ms. Anderson (Cass County), Mr. Sloan (Clay County), and Mr. Genty (City of West Fargo). The Subcommittee is open to the public.

b. Progress of North Dakota and Minnesota Standards

Address point standard schema has been approved by the state of Minnesota. Good idea to set up road centerline and address point featureclass for all the jurisdictions to be using. Each jurisdiction will be adding more fields, but will use the same base data standard to aggregate the data. Road Centerline featureclass standard schema should be approved Summer 2018. GIS Subcommittee meet and talk through field by field what needs to be added.

State of North Dakota has not moved forward with an address point standard schema. There is a data transfer standard, but no schema standard.

Federal level doesn't abbreviate anything as to avoid confusion. Plus, Federal standards use mixed-case when spelling out words. Clay County uses Publication 28 standards, which abbreviates everything. Clay County has added additional fields to accommodate the information and the needs of dispatch.

7. Update on Street Centerline Functional Classifications - All

a. Local, State, and Federal differences

Federal functional classification standards are different than each state DOT's standards.

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FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

Moorhead has unique functional classification standards and Clay County has added pavement type field to their data.

Metro COG should in the future provide federal functional classification standards to local jurisdictions to create a smooth transfer of data. Ms. Pierce will be reaching out to each jurisdiction in the next month for the centerline information to update the NDDOT Functional Class data by mid-April 2018. Clay County includes functional class information in their Road Centerline data, but they don't know if the information aligns with that MnDOT has, because they have never received it from MnDOT. City of Fargo's functional classification information is developed by Jeremy Gordon, who has said that the City of Fargo's information does not align with NDDOT. City of Fargo would like to include the NDDOT Functional Class data as additional fields within their data, once the information is updated. Ms. Pierce will send Mr. Sloan and Mr. Anderson the MnDOT Functional Class data.

Mr. Anderson stated that it'd be nice to know what fields to include and what schema and domains that the State and Federal want included in their Functional Class data, so the local jurisdictions can include those fields and data for a smooth transfer of data.

b. Data field in new (NextGen 911) schema

Mr. Matsen will ask Tyler Tech to run the comparison again after the next Centerline submittal in April 2018 to find any final gaps, overlaps, and address points to find any mistakes in the data.

8. Damage Assessment Standards – Chair Brad Anderson

a. Minnesota Data Standard for Post-Disaster Damage Assessment Data Collection

Mr. Anderson has been on the Minnesota Committee for the last year. The goal is to develop a data standard to help people in the event of a natural disaster. FEMA wants to collect information day-of a disaster to assess damage costs. Essentially Emergency Managers are to be out collecting data with a tablet or smart-phone collecting GPS located points with information on the damage. Data managers are willing to create a more efficient system, but need to know from the Emergency Managers what information needs be collected and how to categorize the information. Thus another standard is being set up.

November 2017, HSCM people came on board the Committee found out that the State of Minnesota purchased WebEOC, which is essentially based on ESRI's Collector App standard for damage assessment collection. Cities and Counties and EOC's in Minnesota have full access to the tool. The big question is where will the data be stored, and thus far there are no answers. The Committee is on hold until further information is decided. On March 14th, 2018 on the 3rd Floor of the Clay County Courthouse, HSCM is coming to town to do a walk-through of the entire data set and it's not a GIS focused presentation, but it's important that GIS be present.

North Dakota is waiting to see what Minnesota does.

9. Parcel Data Transfer Standard – Mark Sloan

a. Minnesota standard for exchange of parcel data in Minnesota – **Attachment 3**

Data Transfer Standard has been a long process of development, but will create consistent data fields across the state for exchanging parcel data. It's a Transfer Standard, so data doesn't have to be stored in the format, but it needs to be submitted in that format. Eventually, it will most likely become a script that is run prior to submittals on data.

Mr. Copeland wondered if there was a way to contain the service address data into the parcel data for the use of Moorhead Public Service. Mr. Anderson brought up that it's the problem of one-to-many relationship that is a constant battle to figure out how to work the process out.

10. Census – Mark Sloan

a. LUCA

Local Unit Census update is coming up. Each jurisdiction only has 120 days once the data is received from LUCA to collect the data and confirm or update the information before the information needs to be sent back to LUCA. The jurisdictions are expecting to receive the data from LUCA sometime in March 2018.

Mr. Sloan will be completing everything in Clay County outside of Moorhead. The specific addresses in multi-family unit buildings are not stored in any database that Clay County has, which is an issue when it comes to things like this.

Mr. Anderson will be completing City of Moorhead. There is rental registration in the City of Moorhead. Biggest concern is to make sure LUCA shows the correct number of units in each multi-unit building.

Mr. Masten will be completing City of Fargo. This is a big effort because the specific addresses in multi-family unit buildings aren't stored in any database that City of Fargo has.

Ms. Anderson will be completing everything in Cass County outside of Fargo and West Fargo. Her major concern is with Horace's multi-units. Ms. Durand will provide contact information to Ms. Anderson for Horace.

Dilworth will be completing their own inventory. Mr. Sloan offered Clay County's help if needed. Mr. Mastera has unit numbers at Dilworth City Hall for Dilworth. Contact Becky Tighe for Dilworth unit number information.

11. Data Updates – Anna Pierce

a. Data – last update? and Sharing Data

Ms. Pierce has been working through Metro COG's existing GIS data to confirm what data has been update and when. She is looking to download each jurisdiction's data at the beginning of each year to have a base data directory that Metro COG staff can refer to at the beginning of each project. Then as projects start throughout the year, staff can verify with jurisdictions if the data has been updated since the yearly download and include the most up-to-date information within their projects.

Ms. Pierce will send a spreadsheet to the jurisdictions of the existing data that Metro COG has. Then each jurisdiction can verify the information that is available and what is old and should no longer be used. Each jurisdiction will provide Ms. Pierce how to and where to download the data.

12. Metro-Wide Interactive GIS Bikeways Map Discussion – Dan Farnsworth

Mr. Farnsworth brought up the feasibility of a Metro-wide Interactive Bikeway Map similar to Moorhead's Interactive Map. Mr. Anderson brought up concerns about park specific amenities and that it's a very involved process to make sure the amenities would be updated as park amenities are updated. Mr. Masten and Mr. Gentry thinks it'd be a great amenity for community members, but due to the separation of Park District from City of Fargo the reality of implementation would require a lot of coordination that makes it nearly impossible.

Mr. Farnsworth refocused the conversation to the development a Metro-wide Bikeway specific map. The challenge would be creating a data standard of naming convention for bikeways, sidewalks, etc. Mr. Farnsworth is to reach out to the various Park Districts to get their buy-in on the project. Mr. Masten suggested the data schema that City of Moorhead has would be great place to start the development of the project, if Mr. Anderson is willing to share that information. Mr. Anderson suggested we focus on the bikeways and pathways and host it through City of Moorhead's Open-data ESRI sites and the other jurisdictions can link to the specific location.

Ms. Leshovsky noted that the City of Moorhead's GIS Department is partnering up with Concordia College to have a multi-semester course that will create an inventory of the art amenities within the area. These amenities would then also be added to Moorhead's Interactive Map.

13. Next Meeting – Anna Pierce

a. August 2018

Ms. Pierce is hoping that the GIS Committee meet twice a year to keep everyone updated. Plus, this would be helpful to keep the duration of the meetings shorter. Ms. Pierce will send out an update in August about location, date, and time.

b. Conference Call update

Committee prefers an in-person meeting, but the option to call in would be great!

14. Jurisdictional Roundtable and updates within the Metro Area

Clay County Update:

- (1) Working with Fire Districts to add a second Fire Response. Clay County propagated the fields in the road centerline data to calculate the time out from all the Fire Stations. Now, they are looking to break-up the ESN (Emergency Service Networks) to better accommodate response time, specifically during the work day when volunteer fire fighters are at their day-jobs.

- (2) Planning Department is relocating to the second floor of the Clay County Courthouse to be located with the Assessor's Office for ease of customer service.
- (3) Correctional Facility is being constructed in north Moorhead. 180 cell units and 208 total beds are being constructed.
- (4) Across from the Clay County Courthouse the new Law Enforcement Center is being constructed and will be occupied in June 2018.
- (5) Additional parking lots are completed.

City of Moorhead Update:

- (1) New precincts just approved, so Clay County now needs to update their data. New interactive link on the City of Moorhead website for community members to be able to click on their information.

Cass County Update:

- (1) Work on updating the Fire Districts, especially with the Diversion coming up. Considering purchasing the enterprise licensing agreement with Network Analyst in order to meet the need.

City of Fargo Update:

- (1) Fire Districts are updated yearly using Network Analyst and compares the call data with the output of Network Analyst. Mr. Masten will send factors considered to Ms. Durand and Ms. Anderson.

City of West Fargo Update:

- (1) Mr. Genty analyzed the Fire Districts using ESRI's online services, but Mr. Genty is unsure of the accuracy of the data because that data was whatever was available online through ESRI. Ms. Durand and Ms. Anderson can reach out to Mr. Genty for more details.

15. Meeting adjourned at 11:50am.

REMINDER: The next GIS Committee meeting will be held on Thursday, August 23rd, 2018 at 1pm in the 1st Floor Board room at Moorhead City Hall.