



An alliance of communities sharing Geographical Information Systems

**Meeting Minutes**  
 Thursday, February 10<sup>th</sup> 2022  
 2:00 PM - 3:30 PM  
 Virtual Meeting

Carla Coates, Ramsey Co.	Geoff Maas, Ramsey County
Al Davison, St. Paul	Carrie Magnuson, RWMWWD
Mychal Fowlds, Maplewood	Matt Moran, White Bear Lake
Jacob Garibay, Mounds View	Lauren Osowski, St. Paul
Jared Haas, Shoreview	Jami Philip, White Bear Twp.
Dan Holzemer, White Bear Lake	Jolinda Stapleton, Roseville
Renee Huset, SPRWS	Tyler Thompson, VLAWMO
Brian Jastram, MWMO	Nate Zwonitzer, CRWD
Sam Klimoski, Saint Paul	

1. Call to order, introductions, and a brief statement on what you've been working on
  - a. Jake: Winter maintenance, prepping for summer drone shots
  - b. Tyler: Leaving VLAWMO at the end of this week
  - c. Geoff: Will give details with County update
  - d. Sam: Launching Open Info Site, working on unsheltered homeless encampment tracking/planning, Nearmap service integration
  - e. Dan: Plans and specs for 2022, assessment rolls, RCGISUG duties
  - f. Matt: Getting data ready for work within the City
  - g. Brian: Taking Rice Creek boundary and matching it to MWMO boundary using align function in ArcPro
  - h. Carla Coates: Taking over Jessica Fendos's position. Former RCGISUG member 2009-2010 and glad to be back
  - i. Al: First meeting, new GIS analyst at St. Paul. Al was previously at MnDOT and now doing City centerline mapping.
  - j. Nate: Transitioning web applications no longer supported by ESRI. General shapefile management
  - k. Jared: Updating utility layers from summer projects, getting data from sheriffs dept on accidents
  - l. Renee: Replacing Adam Worm who is shifting to a new roll, so Renee may be present at meetings or a new hire will. Working on updating 2021 data.
  - m. Lauren: New GIS analyst with St. Paul (6 months). Working on Survey 123 forms with Public Works, updating bikeway dataset and incorporating state standards.



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- n. Mychal: Fixit form has gone live. Working on ESRI app for mapping homeless populations, looking to roll that out with community health and EMS staff.
2. Additions or corrections to the agenda
  - a. No changes
3. Approval of November 4<sup>th</sup> 2021 meeting minutes
  - a. No changes
4. Officers' Meeting Summary: Review of meeting topics on January 13, 2022
  - a. Minutes will be updated on website soon. We will keep the past 2 years of meeting minutes posted and archive the rest off the site. Agendas will be posted. Meeting links will not be shared but we will add language to contact the RCGISUG secretary for that link.
  - b. Officers Duties: Officers reviewed document of responsibilities.
    - i. Added/edited: Treasurer – add “coordinate calculation of member dues.”
  - c. 2022 meetings will continue to be in Zoom until further notice
  - d. ESRI User Conference – Dan (Chair in 2019) will attend in 2022. Nate and possibly Jake will attend in 2023. Officers suggest that the Chair will attend the year they are active Chair or the following year. After that they forego their opportunity.
  - e. Decide on when a quorum was needed for expenditures. It was proposed that expenditures less than \$5000 do not need quorum votes and can be decided by officers. If this is approved, document in minutes or change JPA or *create* by-laws. No current by-laws exist
    - i. Officers will create a draft list of things to bring to the group.
    - ii. Geoff: any agency that uses public funds benefits by clear documentation. Highly recommends and will be happy to review any draft by-laws. By-laws can be referenced in the JPA By-laws need to be legal, but tends to be easily flexed.
  - f. Mission statement review (Will be included in May meeting agenda)
  - g. Official document with the benefits of membership – to give to new/potential members, councils, administrators, etc.
  - h. Presentations for meetings. Already have a few planned for 2022 meetings, but please reach out if you have other topics you'd like to bring to the group.
5. Past Officer Recognition – Sam Klimoski and Nate Zwonitzer: Thanks for dedication as Chair. Tyler Thompson ordered some plaques to distribute.
6. Treasurer Position Opening (Quorum needed):
  - a. Tyler has been treasurer since 2016 and is moving on to Coon Creek Watershed District next week so he will not be part of the Ramsey Co GIS group moving forward.
  - b. Treasurer position now open. White Bear Lake holds RWMWD funds and processes financial payments. Dan Holzemer volunteered to fill the treasurer position. Has been a recent officer and works within White Bear Lake.
    - i. Jolinda asked for other nominations



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- ii. Sam K. made a motion to approve Dan Holzemer for Treasurer, Tyler T. seconded
- iii. Dan Holzemer formally approved as RCGISUG Treasurer by unanimous vote

7. Presentation: St. Paul Open Site (Sam/St. Paul)

- a. St. Paul migrated open information from Secrata to ArcGIS in 2021
- b. New site: information.stpaul.gov or <https://opendata.ramseycounty.us/>
- c. Purpose of migration: To facilitate the access to city data ranging from financials, to GIS, crime incidents, etc.
- d. Sam reviewed the navigation within this new site.
  - i. Use of Arc Online to integrate information
  - ii. Embedded dashboards for budget data including CIP budgets
    - 1. Able to have historical budget data as well
  - iii. Community-First Public Safety: replicated from Secrata
- e. Challenge 1: Secrata has a specific tool for 'open budget' that Sam showed in Ramsey County's website (opendata.ramseycounty.us). Interactive, drill-down version of the budget based on categories and divisions. This couldn't be perfectly replaced in Dashboards in ArcGIS
- f. Challenge 2: Secrata has Data Lens Configuration— example from Los Angeles where everything is tied together to have interactive mapping and graphs. No 1:1 in ArcGIS but used dashboards for that.
- g. Benefits:
  - i. GIS integration
  - ii. Growth capacity
  - iii. Hub tool user experience
  - iv. Map Gallery
- h. Ask Sam if you have any questions or use the embedded Survey 123 form
- i. Comments:
  - i. Jake: How do you deal with credits? Sam: 20,000 annual credit budgets. They are mindful as to what goes into it to build out content efficiently.
  - ii. Geoff: note that police data is public data under state law.
  - iii. Does St. Paul Regional Water have info in here? No. They have their own governing body and separate environments.
    - 1. Renee: SPRWS has a semi-public facing website coming back soon. They also have a public facing service as well that residents can use to make requests.

8. Ramsey County Update (Geoff)

- a. Technical Services Lead Specialist – Carla Coates welcomed to the team
- b. MetroGIS Address Point Editor Tool (Carla) – Stopped supporting 2013/2014 tool due to low use and limits to use for business needs.
- c. [MSWGP Draft Stormwater Geodata Standard](#) – Went to Geospatial Advisory Commission who suggested it be put out for another stakeholder review in 2022. Metro Council Environmental Services is interested in funding another pilot project.

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- d. Drainage Ditch Dataset (in progress) –Geoff will distribute soon to have members (including watershed districts and cities) review data.
  - e. Hydrography Data – Ramsey Co relies mostly on DNR data as the authoritative source, but is looking to update and improve hydrography data using new LiDAR. What does anyone else use?
    - i. VLAWMO has own. St. Paul uses DNR. Jolinda commented it would be nice to have comprehensive data. Jake – DNR data seemed outdated, so Mounds View is doing a city-wide watershed delineation in the next year. Could be something we work on collaboratively.
  - f. 2022 Aerial Imagery: New orthos 3” leaf off (Eagle view and Nearmap).
    - i. Nearmap: Changing interface to “NewView”. Same tools plus enhanced. Consumes local roadway and parcel data. Shouldn’t affect anyone using Nearmap in WMS.
    - ii. Joinda is contact point for anyone new needing that service.
  - g. Ground Control & Targets: GIS working with Public Works/Surveyor’s office to get targets and data tightened for 2022 collection.
  - h. Upcoming LiDAR collection effort – Ramsey Co is part of 18 county Lower Mississippi region LiDAR effort. Hoping for spring 2022 or 2023. By partnering up, large money savings. Ramsey Co GIS User Group agreed to contribute up to \$30k (half is \$28,500). Geoff needs a letter of commitment from our Chair (Jolinda) for Aerial Imagery. Geoff has drafted a letter to go over with Jolinda to get that done.
  - i. Planimetric Data – Eagleview – possible add on to 2024 collection. Waiting on bid from EagleView on the update. Geoff is the point of contact for questions about coordinating (road edges, footprints, etc)
  - j. Trail System Data – Increasing interest in getting this data updated county-wide. Currently seeking periodic updates from authoritative sources. Challenge: Parks and Rec, Public Works, etc all maintain data differently. A data model would be helpful to reflect all of the info.
    - i. Municipal Trail Network Data: Ramsey Co wants to host web map services – talk to Geoff if members have parks/trail data. Specifically, it would be helpful to know:
      - 1. Status and availability of your data?
      - 2. Format or schema maintained in?
      - 3. Existing applications using the data?
      - 4. Best practices for trail data?
    - ii. [Geoffrey.maas@co.ramsey.mn.us](mailto:Geoffrey.maas@co.ramsey.mn.us)
9. Membership Dues, Updates, Census Data (Dan)
- a. Background – User group started in about 1995 w \$500 member per year per entity.
    - i. Year 2000, JPA created and signed. Fee amount based on populations with varying factors based on municipalities, watersheds, etc.
    - ii. Any adjustment to the fee structures will be made by agreement between Ramsey County and the User Group.
    - iii. The Fee Amount for an organization is based on population. For those entities which cover multiple municipalities or do not have a readily determinable population association, the Users voted on assigning a population percentage to the organization.

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- iv. Different Factors for St. Paul (0.25), St. Paul Regional (0.075), Watersheds (0.075), Ramsey Soil & Water Conservation (went from 0.02 to 0.075), fire departments and universities (0.0)
- v. 2000 rate was \$0.095 per capita \* rate
- vi. 2001 rate was \$0.090 per capita \* rate
- vii. Circa 2006 dues were raised to a rate of \$0.1007 (today's rate)
- viii. However by 2012 we had 2010 Census Data and dues changed, not rates:
- ix. Example: Maplewood went from \$3,519.16 dues to \$3,828.41 based on population going from 34,947 (2000 census) to 38,018 (2010 census)
- x. Fee structure formula is: [population served based on census] x [Rate] x [population factor\*]
  - 1. Population factors:

Organization Category:	Population Factor
St Paul *	25
Municipalities	100
School Districts	7.5
Watershed District	7.5
Neighborhood Consortium	7.5
Ramsey Conservation District	2
Universities & Fire Departments **	0

\* Non-standard organization

\*\* Considered part of the municipalities

- b. 2022 dues will not change. Continue to use 2010 census. Watershed numbers will need to be individually assessed.
- c. 2023 will start using more recent data from 2020 census.
- d. We take in about \$35k per year in dues. Currently 20 members
- e. 2022 expenses are
  - i. \$25k Nearmap (County pays \$25k)
  - ii. \$1k LMCIT insurance
  - iii. \$7500 ESRI Conference San Diego (Normally \$2,500/year, but no attendance since 2019)
  - iv. \$14k for aerial flights
- f. Balance end of 2021 = \$199,679.05
- g. Process of how WBL staff figured out calculations; Matt Moran used census blocks and Ramsey Co municipality data to estimate populations for each municipality. Watershed Districts need more work.
- h. Might need bigger discussion of budget planning moving forward. Surplus will expire in about 9 years. Will need to discuss how/if dues or expenditures will need to change by then. – Ask Dan to look at how we could flex dues by 6-months heads up if dues change.



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10. Budget Discussion – (Dan mentioned we should adopt the new rates soon, maybe the next meeting, in order for City Councils, and Boards to react)
  - a. Note: The JPA States the following: Section 2. The Board shall adopt an initial budget and must thereafter adopt an annual budget prior to July 1 of each year for each succeeding year. The Board will give an opportunity to each Member to comment or object to the proposed budget before adoption. Notice of the adopted budget must be mailed promptly thereafter to the chief administrative officer of each Member.
  
11. Community Announcements
  - a. Connie Bernardy, Ramsey Co Active Living Director, presented at Mounds View City Council and helped shape the conversation about approving sidewalks.
  - b. Sam: Welcome Al and Lauren – new GIS staff at St. Paul

12. Adjourn at 3:48

Next meeting: May 5th