

## 2011 NDSI Cooperative Agreement Program – Category 4 Interim Report

**Date:** December 30, 2011

**Agreement Number:** G11AC20048

**Project Title:** Business Plan Development for Statewide Parcel Data Integration for Minnesota

**Interim Report:** July 1, 2011 – December 31, 2011

**Organization:** Minnesota Geospatial Information Office (MnGeo)  
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**Collaborating Organizations:** The Minnesota State Government and Statewide Geospatial Advisory Councils and MnGeo's Digital Cadastral Data Committee will be important advisors for this project. In addition, guidance will be provided by the following collaborating organizations.

Digital Cadastral Data Committee - Curt Carlson, [ccarlson@northstarmn.com](mailto:ccarlson@northstarmn.com), 651-251-3212

Crow Wing County - Doug Hansen, [doug.hansen@co.crow-wing.mn.us](mailto:doug.hansen@co.crow-wing.mn.us), 218-824-1106

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MN Dept of Natural Resources - Bart Richardson, [Bart.Richardson@state.mn.us](mailto:Bart.Richardson@state.mn.us), 651-259-5796

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### Project Narrative

State agencies and many other governmental and non-governmental entities have a need for standardized spatial and attribute data about parcels within the state, no statewide program for acquiring and managing parcel data exists. Establishing such a program, based upon primary producers of the data, has been an identified priority for the state for more than a decade, formally articulated in the 2004 strategic plan for the Minnesota SDI. Although the primary sources for Minnesota's parcel data are its counties, availability of digital parcel data varies greatly among the state's 87 counties, as do their policies and practices regarding data distribution, licensing, and cost recovery.

This project will provide a detailed business plan for acquiring, integrating, managing and providing access to accurate, current and consistent parcel data (both digital spatial and attribute) for the entire State, based on maintained and authoritative county sources. The business plan will include strategies to address the varied circumstances among Minnesota's counties: available data, data formats, technologies, distribution/redistribution and cost recovery policies, liability concerns, etc.

The project builds upon work dating back to the mid 1990s, including the following:

- [2003 Cadastral Implementation Plan](#) developed as part of the Governor's Council on Geographic Information's effort to build out the NSDI framework data layers for Minnesota.
- [2004 strategic plan](#) for an integrated Minnesota Spatial Data Infrastructure (MSDI) that supports the National SDI and a vision for integrated parcel data for the nation.
- [MetroGIS strategy for sharing parcel data](#) within the seven county Twin City area.
- Strategies suggested by Minnesota's [Digital Cadastral Data Committee](#).
- Work done by several State agencies --Transportation, Natural Resources and Education, which have each secured limited access to parcel data from a number of counties to meet their business needs, but which have not established formal or sustainable processes supporting statewide integration and public availability of the data.

### **Project Activity**

As prolog to the availability of FGDC funds for this project, MnGeo contracted with ProWest & Associates, Inc. to contact Minnesota's counties and compile baseline information about their parcel data programs -- 83 of the 87 counties responded. In addition to helping to set the stage for the strategic planning effort, [survey questions](#) addressed a number of key issues including:

- County contact information
- Information about digital spatial data
- Tabular property tax database information
- Data sharing policies and practices

The survey also identified the environments, policies, technologies and available data found within each Minnesota and will provide significant input for the development of the *Business Plan*.

Project initiation, originally planned for July 1, 2011, was delayed somewhat by a budget impasse that resulted in a state shutdown for most of July, followed by a delay in legislative approval to spend grant funds that extended through August. With significant input from the project Steering Committee, a [Statement of Work](#) (SOW) to engage a consultant to prepare the plan was issued on November 10<sup>th</sup> and made available to the State's Master Contractor List. Proposals were accepted through December 16<sup>th</sup>. An outstanding [proposal](#) from ProWest and Applied Geographics has been accepted.

### **Next Steps**

The next stage of the project will begin in early January, during which contracts will be completed with the consulting team of ProWest and Applied Geographics and their work can begin. Then, working with the consultants and with advice from collaborating organizations, work to complete the remaining *Business Plan* tasks will begin, as described in the original project plan with adjustments detailed in the Statement of Work and contractor proposal.

## Revised Timeline

This project did not begin on time, primarily a result of the state government shutdown that coincided with the intended project start. The basic project plan remains intact, and we are still planning to complete the project within the original project plan time frame. However, the timeline for the tasks will need to be compressed, as shown below. If it appears that we cannot complete the project by June 30, 2012, as originally proposed, an extension will be requested.

- Second phase kick-off - January
- Outreach - February
  - State agencies
  - Local government workshop
- Research – February & March
  - Identify issues and impediments
  - Identify opportunities
  - Identify best practices
- Business Plan Development – March
  - Matrices of county capacity
  - Archetypal groupings
  - Enterprise architecture recommendations
  - State-county model agreement
  - Strategy recommendations
- Presentation on written recommendations – April
- Written draft *Business Plan* – May
- Finalize written *Business Plan* – June
- Deliver final written *Business Plan* – June
- Publish *Business Plan* on the MnGeo website – June

After completion of the grant-funded phase of the project, MnGeo will review and discuss the plan with State agency partners, the Minnesota Statewide Geospatial Advisory Council and actively engage in communications and outreach to counties and other stakeholders. If additional resources are needed for plan implementation, MnGeo will make those needs known and advocate for funded initiatives through the State budget process as well as promote collaborative funding with other partners and stakeholders.