

PARCEL BUSINESS PLAN

Interim Report

December 30, 2011

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 Cities 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

In June 2011, MnGeo contracted with Pro-West & 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 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 county and will provide significant input for the development of the *Business Plan*.

With significant input from the project Steering Committee, a [Statement of Work](#) to engage a consultant to prepare the plan was issued in November and made available to the State's Master Contractor List. Proposals were accepted through December 16th. An outstanding [proposal](#) was submitted from Pro-West and Applied Geographics and was accepted at the end of December 2011.

Next Steps

- Execute *Work Order* – January
- Second phase kick-off – January
- Outreach – February
 - State agencies
 - Local government workshop
- Research – February and 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
- Consultant 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
- Review and discuss the plan with State agency partners, the Minnesota Statewide Geospatial Advisory Council
- Actively engage in communications and outreach to counties and other stakeholders
- Seek resources and partnerships where needed
- Execute the plan

Advisory Committee Members: Curt Carlson, Digital Cadastral Data Committee; Doug Hansen, Crow Wing County; Brad Henry, University of Minnesota; Randy Johnson, MetroGIS; Rick Morey, MnDOT; Jane Mueller, Beltrami County; Bart Richardson, DNR; Mark Sloan, Clay County; Jeff Storlie, Minnesota Counties GIS Association; and Michelle Trager, Rice County.