

MetroGIS Address Workgroup

Monday, September 27, 2004

Metropolitan Counties Office Building – 2099 University Ave. W – St. Paul

Members Present: Amy Geisler, City of Ramsey Planning; Deb Jones, City of Falcon Heights and liaison to Address Committee of the Ramsey County GIS Users Group; Lynn Willenbring and Erin Naughton, City of Minneapolis; Nancy Read, Metropolitan Mosquito Control District and liaison to the MetroGIS Coordinating Committee; Gordon Chinander, Metropolitan 911 Board; and Lyn Rohe, Scott County PSAP.

Members Absent: Jeff Gottstein, Woodbury PD; David Windle, City of Roseville and liaison to the MetroGIS Emergency Preparedness Workgroup; and John DeJung, Minneapolis PSAP.

Staff Present: Mark Kotz and Randall Johnson (MetroGIS Staff)

1. Welcome and Introductions

Mark Kotz called the meeting to order at 1:05 and asked each member to introduce himself or herself. Lynn Willenbring and Erin Naughton with Minneapolis shared address related efforts that are in progress in Minneapolis. The Group concurred that the best practices that have been developed by Minneapolis may be transferable to the broader community.

2. Approve Agenda

The agenda was accepted, as submitted.

3. Approve Meeting Summary

The summary for the June 23, 2004 meeting was accepted, as submitted. Kotz also summarized the purpose of the workgroup and its accomplishments thus far for the benefit of the three new persons in attendance.

4. Review of Objectives for Interviewing Stakeholders

Kotz summarized the objectives that were agreed upon at the June 23rd meeting. No further changes were suggested.

Deb Jones reported that she had attended URISA's Street Smart Conference and that she would pass along to staff materials relevant to the workgroup's efforts, in particular other efforts involving regional or multi-county efforts at address management and coordination. She noted that a goal of the Ramsey County GIS Users Group is to foster a collaborative process that supports identification of common fields among disparate address related databases, and to create a structure that writes these data once and allows use by many.

5. Review Analyze Address Flow Charts (attachments A-D)

Staff handed out flow charts that had been prepared for Anoka, Carver, Ramsey and Scott Counties and the City of Minneapolis. A flow chart for Washington County had been provided with the June 23rd agenda materials.

Scott County: Lyn Rohe summarized the components of the flow chart that she produced.

- She commented that four separate databases are maintained by the county that contain address data. Her preference is to work with the New World Systems database. She noted that she will be recommending procedure modifications to address duplication of effort of which she is now aware.

- The group asked whether the various databases have the ability to read alternative street names (the same street with different names in multiple database. It was decided this is candidate interview question.
- A question was raised whether there is a direct connection between the address databases and the building permit process. Is there any data that is collected in the building permit process that may not be captured in the address database (e.g., tracking of all occupied units in a specific parcel when under the same ownership – business suites in a mall and apartment units)? Kotz commented that an address point file has been discussed in the past but to do so a process needs to be in place to continually update the data.

Anoka County

Geisler stated she developed the flow chart for Anoka from the City of Ramsey's perspective and commented that specifics about Anoka County's internal process still need to be defined.

- The City of Ramsey notifies eleven interests, including several government, utility, postal, interests plus The Lawrence Group, when it assigns or modifies addresses. The group wondered aloud how many of those interests communicate among one another and with the city when issues arise.
- Comments regarding addressing on private roads led the group concluding that naming of private roads is within its scope.

The group decided that due to time constraints it should discuss a process for completing and expanding upon the flow charts that have been developed thus far. It was agreed that:

- The contents of each of the charts should be arranged similarly by major function that triggers action to expedite comparisons and analysis. Staff agreed to assist with this task.
- Jones will continue her ongoing effort to document address authorities and their processes within Ramsey County.
- Rohe will forward the chart she created to others in the county for comment.
- Chinander will help staff identify contacts in Carver County.
- Gaps and overlaps in responsibilities should be documented when discovered.

6. Agree on List of Interview Candidates

The group concurred with a suggestion from Jones that it should postpone its interview preparations until Jones finishes her ongoing effort to document roles and responsibilities among organizations with jurisdiction in Ramsey County that produce address data. It was agreed that Jones' work is important to identifying key stakeholder interests that should be involved in MetroGIS's proposed interviews.

7. Plan Interview Process and Timing

This topic was not discussed. See Item 6.

8. Next Meeting

It was agreed to meet the second week in November. Staff agreed to query the members by email to set the actual date..

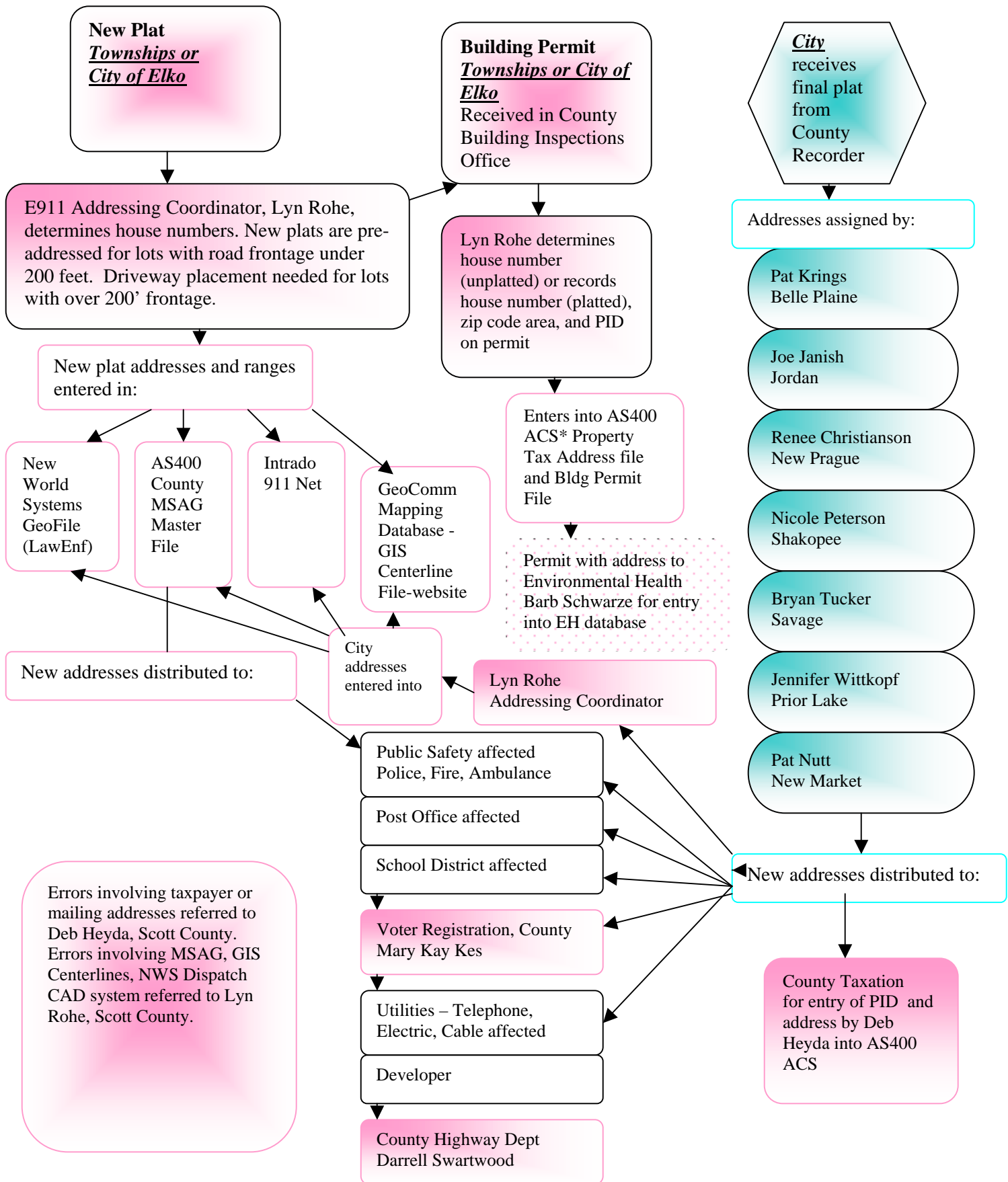
9. Adjourn

The meeting adjourned at 3:00 p.m.

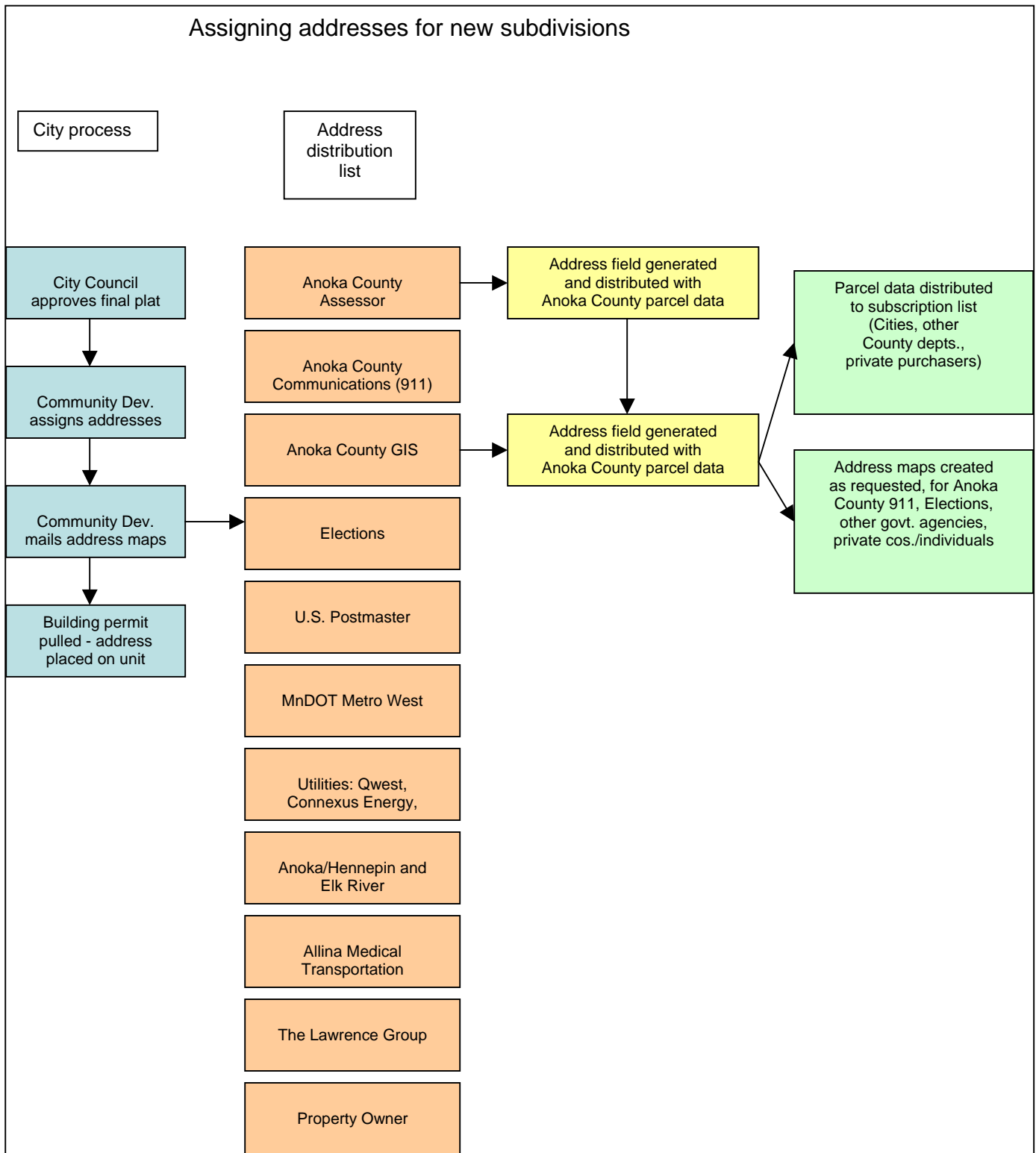
Respectfully submitted by,
Randall Johnson and Mark Kotz
MetroGIS Staff

Attachment A Scott County Address Flow

ADDRESSING PROCESS SCOTT COUNTY 2004



Attachment B Anoka Co/Ramsey City Address Flow



Address clarification/correction

Is there an address/what is the correct address?

Address distribution list

Does the City's GIS address layer show an address?

Yes – that's the address

No

Is the property platted?

Yes – check the Address map for the plat, that's the address

No

Anything in other GIS fields?

Yes – that might be the address, check other sources

No

A new address may need to be assigned: City assigns a new address and sends to address distribution list

- Anoka County Assessor
- Anoka County Communications (911)
- Anoka County GIS
- Elections
- U.S. Postmaster
- MnDOT Metro West
- Utilities: Qwest, Connexus Energy,
- Anoka/Hennepin and Elk River
- Allina Medical Transportation
- The Lawrence Group
- Property Owner

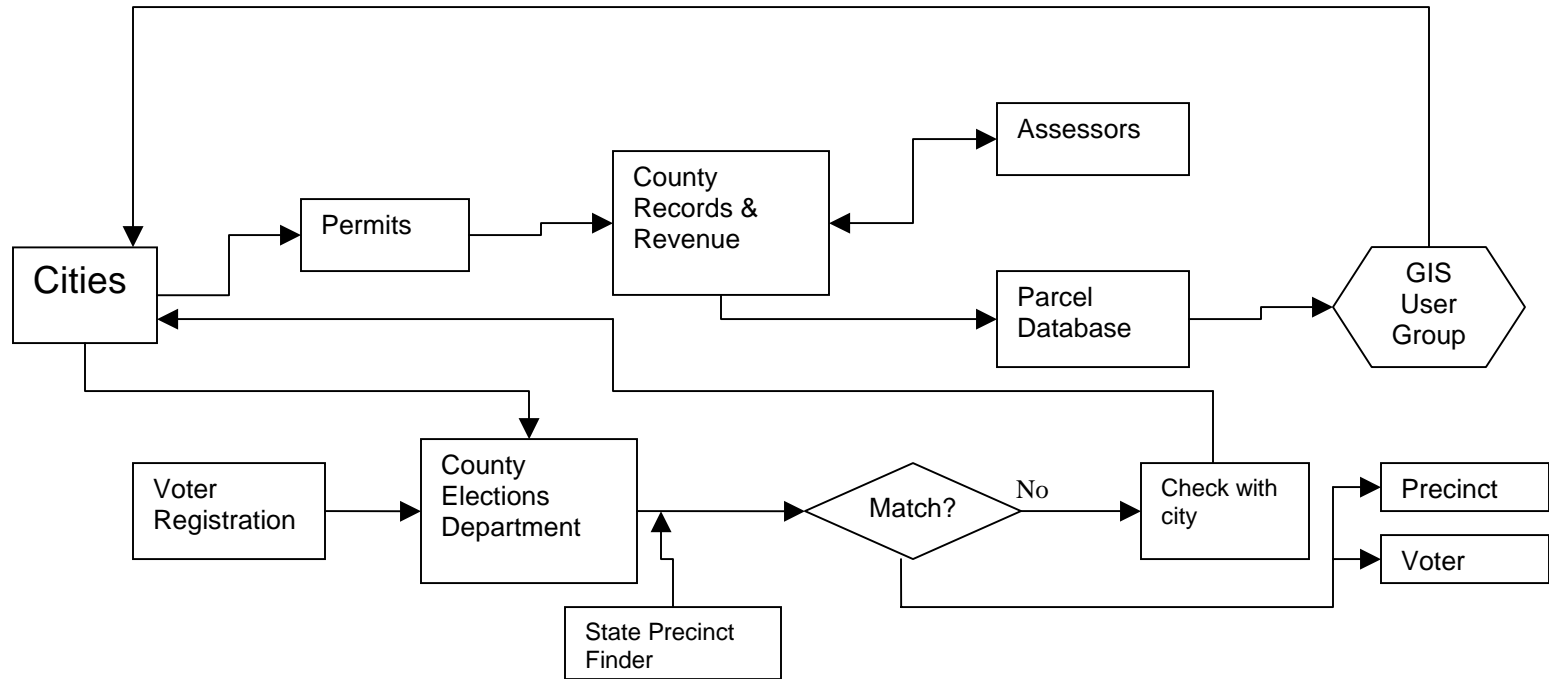
Anoka County Address Issues:

- Responsibility for address accuracy rests with the cities and townships, some are aggressive in monitoring accuracy/distributing changes & updates, some are not
- Address accuracy potentially a bigger issue with unplatted property (no address plat to refer to)
- Doesn't seem to be an address 'authority' within the County – different departments have different address priorities, i.e. Assessment is interested in property tax payer/owner address, while GIS is interested in location. Users need to understand these different priorities to use the County's data effectively.

Still need to figure out:

- Is there a standardized list of agencies/departments/others that should be on an address update distribution list? Are different cities/townships sending to some important recipients but not to others?
- Do all cities/townships rely on Anoka County GIS for address database purposes or do they have their own in-house?
- Need a better process for informing the County and others when houses/addresses are removed.
- Need to clarify what happens with address data after it's sent to the address distribution list, specifically w/911 and the Postmaster, what's the feedback loop when other parties find errors.

Attachment C Ramsey County Address Flow



Attachment D Carver County Address Flow

Carver County Address Data Flow
July, 2004

