

MetroGIS Address Workgroup Monday, February 14, 2005

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

Members Present: Amy Geisler, City of Ramsey Planning; Gordon Chinander, Metropolitan 911 Board; Jeff Gottstein, Woodbury PD; Deb Jones, Falcon Heights and liaison to Address Committee of the Ramsey County GIS Users Group; Erin Naughton, Minneapolis GIS; Nancy Read, Metropolitan Mosquito Control District and liaison to Coordinating Committee, John Slusarczck, Anoka County, Scott Simmer and Bob Moulder, Hennepin County, Lynn Rohe, Scott County; and Todd Sieben, Washington County.

Members Absent: Peter Henschel, Carver County and Kent Tupper, Dakota County

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

1. Welcome and Introductions

Mark Kotz called the meeting to order at 1:05 and asked each member to introduce himself or herself.

2. Approve Agenda

The proposed agenda was accepted, as submitted.

3. Approve Meeting Summary

The summary for the November 8, 2004 meeting was accepted, as submitted.

4. Review Completion Status of Work Plan Tasks

Kotz summarized the completion status of the tasks listed on page 6 of the agenda materials (see Attachment A), noting that he hoped that the substantial progress could be made at this meeting on tasks (7-9).

5. Analysis of Address Data Flow Interview Results &

7. Flow Diagrams and Workgroup Recommendations

Kotz offered the following conclusions that he had reached after reviewing the results of the interviews (Attachment B) that were conducted over the past several weeks with individuals in various capacities involved with the creation and maintenance of address data throughout the seven-county, Metropolitan Area:

- Most addresses are created at the local (city) level.
- This results in many, many address authorities with many different processes.
- Address authorities seem to update their address records (digital or paper) right away.
- Address data flow is fairly complicated and is different in every location.
- Address data do not flow consistently from different sources (e.g. cities to a school district)
- There is a desire at the county level (and beyond) for a single source for address data.
- Many authorities mentioned wanting a standard process.
- A single best source for address data would benefit many people.

Jones reported that the St. Paul Water Department is very interested in the workgroup's efforts, as it manages address data for portions of Dakota, Ramsey and Washington Counties, and which involves many cities. The group concluded that review of St. Paul Water Department's current address management procedures might be valuable to its efforts, given the breadth of their data holdings. Jones agreed to speak to St. Paul Water Department about sharing address-related procedures with the workgroup.

Naughton commented that the City of Minneapolis is just beginning to develop a unit point dataset and would be very interested in incorporating agreed upon standards to both speed up their effort and avoid the need for major changes when a regional dataset is implemented. She agreed to speak with the project manager for obtain information about the Minneapolis project to share with the workgroup.

The workgroup then discussed Kotz's findings.

The workgroup unanimously concluded that it should recommend MetroGIS support pursuing implementation of a regional point dataset that encompasses all occupiable units in the seven county Metropolitan Area. The dataset would also include other officially created addresses per the workgroup's scope (see Attachment C).

The group also concluded that the following concepts and decision rules should guide its work to define the specifics of its recommendation on the basis that nearly all government organizations need addresses for occupiable units to carry out their business functions, multiple uncoordinated address-related procedures and authorities are resulting in costly duplication of effort and perpetuated data discrepancies, and a collaborative effort is warranted to achieve desired efficiency and accuracy improvements:

- The concept of a "single official" source of address data for any given jurisdiction is desirable by all government entities. This will reduce the possibility of inaccurate or inconsistent addresses. It will also streamline the process of mitigating anomalies as they arise.
- Local procedures and rules pertaining to naming of streets and assignment of address numbers must be recognized as they exist and are not within the scope of the workgroup's project. The workgroup's project begins with the data created by those many and varied processes. (Note: This acknowledgement does not apply to the (database) format in which the data are maintained but to the decisions about street names and address numbers that are assigned locally.)
- "Occupiable unit" is defined as any residential or non-residential occupiable space for which a government entity issues a permit to create. Office spaces that have movable walls and which do not require a permit to reconfigure will not be included in this recommendation. Such matters can be considered in the future if practical.
- The initially proposed vision for the subject regional solution would include multiple avenues for creating, maintaining and storing address point data, and providing it to a regional dataset. For example, some individual cities would maintain the data locally in their custom database and provide updates to the regional dataset periodically. Other larger government units (PSAPs, or Counties) might also maintain data for multiple cities and townships and provide periodic updates to the regional dataset.
- The solution might include an internet application that would allow cities that don't have their own GIS capability to maintain such a dataset via a web application. The data itself could reside with one or more aggregators of data.
- County government is not assumed to have a recognized business need sufficient to manage the proposed occupiable unit point dataset. The emergency management community might have business need sufficient to consider playing a role as a custodial. Agreement-in-principle on custodial responsibilities must be reached by key entities before the recommendation is considered by the Policy Board.
- A standardized address data transfer format will be needed to implement this solution. Such a standard may have implications for local address database formats.
- The preliminary vision for a conceptual regional database would include (but is not limited to)
 - The unit address components
 - The point geography
 - Some mechanism to relate the point to parcel data
 - Some categorization of the point type (e.g. single family home on one parcel, one of many buildings on a parcel, an apartment unit, etc.)
- It is desirable to be able to relate the point address to the street centerline data.
- The proposed solution needs to recommend accuracy guidelines and procedures. A variety of positional accuracies may be acceptable if they are clearly documented.
- The proposed solution needs to have an outreach component to inform all affected and relevant interests about the solution, among other things, the benefits of the proposed solution to grow participation in it and how to report anomalies as they are identified.
- Privacy and access issue must be considered.

Staff agreed to draft a policy framework from which the workgroup could begin to fill in the content with a goal of submitting a recommendation to the Coordinating Committee for consideration at its June meeting.

6. MapQuest, Hudson's, etc. - Data Errors

Geisler commented on a street name inconsistency that had been brought to her attention by a constituent. That person discovered errors in the Hudson's map book and in Mapquest that they wanted corrected and contacted her at the City of Ramsey. Geisler commented that the workgroup might want to consider

adding Hudson's map book and in Mapquest to the list of outputs on the flow diagrams and for discussion purposes asked if this matter might be within workgroup's project scope.

The group briefly discussed the matter, acknowledged that unofficial and erroneous addresses are being perpetuated through these mediums but concluded that this problem is not within the workgroup's project scope in that as long as the private sector uses data that are not the "official" sources, such as those provided by GDT and NavTech, inconsistencies of this type are unavoidable. It was acknowledged that the broader issue is that access to the "official" data often involves a cost, so the GDT's and NavTech's have developed methods of data capture and maintenance consistent with their own business models, which most likely do not involve updating as often as and "official" sources.

8. Address Data Gaps and Recommendations

The group agreed with a suggestion from staff to postpone consideration of address data topics pertaining to units, such as "sublocations" (see Attachment C scope item 3), until a solution is defined for the primary objective of implementing a regional point dataset that encompasses a point for each occupiable unit in the seven-county area.

The group also talked about a need for a coordinated process to correct errors in street names and insure that unit numbers fall within the correct relative location along their associated street. Staff suggested that these topics be deferred to the MetroGIS Street Centerline Workgroup that is currently evaluating options to tackle the needs of the E911 community. Although the Address workgroup's membership includes three members of the MetroGIS Street Centerline Workgroup (Chinander, Naughton, and Simmer), the group was hesitant to fully defer these needs to the other workgroup. No decision was made. Staff will ensure that there is full communication between the groups until an agreeable course of action is identified.

9. Next Meeting

The group asked staff to invite the STAMP project manager to explain the STAMP project (St. Paul address automation) to the workgroup. The next meeting date will be set via email when date options are worked out for the STAMP presentation.

Staff was also asked to provide a draft conceptual database design for discussion at the next meeting along with a policy framework that identifies roles and responsibilities both anticipated as well as those for which options need to be investigated, possibility through a pilot(s).

The group acknowledged a deadline of this May to formulate a recommendation on the components of a regional solution to submit to the Coordinating Committee for consideration at its June meeting.

10. Adjourn

The meeting adjourned at 3:30 p.m.

Respectfully submitted by,
Randall Johnson and Mark Kotz
MetroGIS Staff Support Team

ATTACHMENT A

Work Plan - Status: February 14, 2005

Task	Description	Completed
1	Finalize priority address-related information needs	April 7, 2004
2	Define preliminary priority mailing & situs address types , which are within the scope of this effort (e.g., occupiable units) to be refined as necessary following the interviews in Step 4d.	Tentatively April 28, 2004
3	Identify or Define data standards for the address types that are within scope.	Tentatively June 2, 2004
4	Understand how addresses are created, changed and used at different levels , (e.g. building permit application processes, county assessors, E911, parcel data, TLG, etc.)	
a	Identify the different stakeholders (i.e. various producers and users) and sources of address information	June 23, 2004
b	Define objectives for interviewing stakeholders. What do we want to learn from them.	June 23, 2004
c	Create draft address flow diagrams for each county and other entities.	January 25, 2005
d	Agree on a list of interview candidates and interview process	November 8, 2004
e	Interview representatives from each desired perspective	December, 2004
f	Document existing processes for creating and changing address data by updating address flow diagrams.	January 25, 2005
5	Prepare standardized address flow diagrams	February 11, 2005
6 a	Compile survey results	January 27, 2005
b	and prepare draft report with analysis	
7	Identify address data that currently exist and prepare examples to look at and talk about.	
8	Define gaps between what currently exists and capabilities needed to tackle unmet address needs.	
9	Identify strategies to fill the gaps. Investigate and document the pros and cons of options to tackle unmet address-related information needs. Recommend appropriate regional strategies and best practices, including who should be involved, and roles and responsibilities.	
10	Promote understanding and use of adopted regional strategies: Proactively take measures to inform those organizations, whose responsibility it is to produce and maintain situs address records, of the value of the adopted regional strategies and promote widespread use of them.	
11	Establish a mechanism to evaluate progress.	

ATTACHMENT B

MetroGIS Address Information Needs Workgroup Address Capture and Management Authorities - Interview Process

Last updated 01/27/2005

Workgroup defined List of Stakeholders

At the November 8, 2004 meeting, the workgroup agreed that representatives from the following groups should be interviewed in each county, with the exception of the U.S. Census Bureau which will be interviewed by staff.

- Platting authority (*statutory responsibility of cities and counties, represented by city/county planners*)
- City and county address assignment authority (*elections officer, city/county planner, building official, city clerk, PSAP, environmental health officer, etc.*)
- Other potential addressing authorities (street signing authority, parks board, federal lands, university campus, large corporate campuses, Metropolitan Airports Commission, fairgrounds, etc.)
- Utilities – billing accounts (What role does sewer/water billing play in address data collection management?)
- Property taxation (assessor)
- Environmental Inspections (wells, septic systems, restaurants, etc.)
- Emergency Services/E911
- School districts
- U.S. Census Bureau (plan to use GPS to locate entrance to each enumeration unit)

Interview Questions

At the November 8, 2004 meeting, the workgroup agreed that the following questions should be asked of the defined stakeholders types.

Interview Question	Which Stakeholders to Ask?
Authority	
Who is the addressing authority for your jurisdiction?	All stakeholders
Address Creation/Assignment	
How do addresses get created? In other words, what events trigger new or modified addresses? What are the specific assigning processes, including – official, administrative, informal and temporary processes? How are addresses assigned for things like private communities, mobile home parks and multi-structure campuses (e.g. college, corporate campus, etc.) What decision rules are used to create/assign addresses? Are the rules locally developed or based upon published guidelines or standards? How does address data management pertaining to new development and redevelopment differ?	Addressing authorities
Databases	
Where are address data stored and who manages them?	All stakeholders
What data are recorded? In what structure (format) are the data recorded/stored? How frequently are the data updated? Who reports errors in the database? What business functions are supported by each if the existing address databases?	Database managers and custodians

What are the mandated services for which address data are being produced and maintained? (optional: ask this of other stakeholders too)	
Data Flow	
How does address data flow – from and to whom? Does this diagram accurately reflect what you know? What do you do if you find an error in address data? How are conflicts between the city/county authority and other entities (e.g., the U.S. Postal Service, E911 MSAG, utilities) resolved? Is there a formal feedback method?	All Stakeholders
What would you change?	
What problems exist in current processes? What would you change if you could?	All Stakeholders

Interview Question	Stakeholder Asked?
Topic: Authority	
Who is the addressing authority for your jurisdiction?	All stakeholders
Irene Meier, Elections	Anoka Co.
There is no one central addressing authority for the county. Planning assigns addresses in the unincorporated areas.	Carver Co. (Co. Planner)
Planning & Zoning do the county townships. The individual cities address their own properties.	Carver Co. Auditor's Office
Planning & Zoning Road names changes and address changes Emergency Management does.	Carver Co. Risk/Emergency Management
Scott Gerber	Carver Co. 911 Center
Municipalities	Hennepin Co.
The Scott County Board of Commissioners is the final authority for addressing within the townships of Scott County. City Councils are the authority for municipalities within the county.	Scott Co.
City Clerk -- Patricia (Patty) Plekkenpol -- City of Carver 448-5353	City of Carver
Building Official -- Steve Torell -- City of Chanhassen 227-1199	City of Chanhassen
Planning Department	City of Chaska
City Clerk -- Laurel Jones -- City of Cologne 466-2064	City of Cologn
City Clerk -- Jeremy Gruenhagen -- City of Hamburg 467-3232	City of Hamburg
City Planner -- Chelsea Rasmussen -- City of Mayer 657-1502	City of Mayer
City Clerk -- Shelly Quaas -- City of New Germany 353-2488	City New Germany
Community Development	City of NYA
City Clerk -- Jenny Kretsch -- City of Victoria 443-2198	City of Victoria
City Planning Director -- John Hilgers -- City of Waconia	City of Waconia
City Planner -- Jeremy Barnhart -- City of Watertown 955-2688	City of Watertown
The Community Development Department assigns addresses to new plats and vacant lots	City of Ramsey
Renee Christianson, city planner. Review of street names by local planning commission.	City of New Prague
Jennifer Wittkopf, GIS Coordinator (in the Engineering Dept)	City of Prior Lake
Public Safety Answering Points (PSAPs). There are 27 in the metro area.	Metro 911 Board
Topic: Address Creation/Assignment	

How do addresses get created? In other words, what events trigger new or modified addresses?	Addressing Authorities
A meets and bound split, plat, application for a building permit, request for address (i.e. a lift station or a utility substation).	Carver Co. (Co. Planner)
Someone identifies a problem.	Carver Co. Risk/Emergency Management
New parcels created by platting, divisions and or combinations of existing tax parcels, by taxpayer request and sometimes when business split office space and create a new store front.	Hennepin Co.
A new building permit, residential or commercial, will trigger the issuance of an address. Information received about driveway placement changing will prompt an investigation as to whether a new address is required for the property. Information from deputies, the code enforcement officer, or building inspectors may prompt an investigation as to whether an address needs modification (e.g., deputy serving paper and finding out an address is being used “unofficially” by a person). Or a citizen requesting an address number or street name change.	Scott Co.
Developer or building permit triggers an addressing event	City of Carver
A property split or development with commercial buildings where new tenants come in and have to create addresses	City of Chanhassen
When a plat is created it is recorded and an address is created	City of Chaska
Building permits get addresses from city clerk. Developers must submit a plot for addressing	City of Cologne
By city council on a block-by-block basis following the current numbering system	City of Hamburg
Developer submits a plot to the city council	City of Mayer
The developer submits a plan to the city council with street names. The council then approves or rejects the street names. The area is then plotted by the developer and passed to the city clerk for addressing. The city clerk creates addresses for the area and then submits them to the city council for approval	City New Germany
Addressing events are triggered by developers, specific errors, past errors, or the sale or new ownership of property. Address numbers do not need city council approval	City of Victoria
Developers plat or building permit	City of Waconia
Lot splits, builder change where 2 buildings are to close in address number	City of Watertown
The subdivision process triggers most new addresses. Occasionally, a building permit is submitted for an existing, vacant lot; in this case an address is assigned with the building permit.	City of Ramsey
New plats. Address modification occurs when properties are annexed into city limits. Requires street name changes to existing city streets, and renumbering to city grid.	City of New Prague
new plat, new building (permit) on a previously empty lot, other request from landowner	City of Prior Lake
What are the specific assigning processes, including – official, administrative, informal and temporary processes? How are addresses assigned for things like private communities, mobile home parks and multi-structure campuses (e.g. college, corporate campus, etc.)	Addressing Authorities
None	Carver Co. (Co. Planner)
Assign addresses for each one. Planning and Zoning is in charge of assigning.	
When naming streets county tries to stay within established alphabet set. A on East side of street. Z on West side of street. Ave on North/South streets. St on East/West streets. County looks at street names and numbers surrounding the county and tries not to duplicate names. Drives and parkways go through. Lane and circles dead end. City does there own. Crown College is an example of what sometimes happens in the changing address	Carver Co. Risk/Emergency Management

<p>process. They worked with the county to go through and renamed all their streets and renumbered their buildings to make sense. They did not touch classroom numbering. Mobile homes are on private roads. Emergency Management went through and found them.</p> <p>Unsure on totals of corporate campuses.</p>	
<p>Postal requests, email and phone calls from the authorized city personnel.</p> <p>One address with unit identifiers, multiple addresses.</p>	Hennepin Co.
<p>Mobile home parks – main access is assigned an address number off of the main road that is displayed at the entrance to the mobile home park. Each lot within the park is assigned a number that is displayed on the trailer.</p> <p>Malls/apartments -Where a single building has multiple exterior entrances for separate tenant spaces or separate residential units, a separate address number shall be assigned to each exterior door. Where a single building has multiple doors leading to a shared hallway or lobby, only one address shall be assigned. A suite or apartment number may distinguish each door. (From the Scott County Addressing Ordinance).</p>	Scott Co.
<p>Go to the map and see what fits. Developer in charge of creating street names. Otherwise the developer can choose from a list of vacated street names that the city has from the original platting of the city</p> <p>Only encountered once at the city water tower parcel. They added a new water treatment plant and some other buildings to the site but did not address them individually. Have one Apartment Building in the city and gave it a building address. The apartment building owner then gave each of the 18 units a number.</p> <p>Otherwise the problem has not occurred yet. No policy</p>	City of Carver
<p>Engineer gives plat to building official then the plat is compared to the ½ section address grid map</p> <p>They do not have mobile homes in the city. An address range of numbers is created for these types of properties to allow for multiple addresses on the one parcel</p>	City of Chanhassen
<p>None</p> <p>The ordinary odd even system is used. Check for same street names. The Planning department would be in charge</p>	City of Chaska
<p>No official process. She just enters the addresses in when a developer has submitted a plot making sure to follow thru development to ensure consecutive addresses are added</p> <p>Do not have any mobile home parks. Only one multi-building company on a single parcel at this time. Not doing any addresses like this currently</p>	City of Cologne
<p>City council in regular meeting assigns addresses. Gives to City clerk for entry into the city file</p> <p>Only occurrence has been with duplexes. There they just made a ½ number so the top floor would be 410 Oak and the bottom unit would be 410 ½ Oak. Other than that they just make sure that the numbers are even. City council</p>	City of Hamburg
<p>Developer submits a plot to the city council. When the city council approves the plot the addressing of lots begins</p> <p>When there are a number of Offices in one building they start out as one street address. They are then divided into different numbers</p>	City of Mayer
<p>No other than above</p> <p>Have only one apartment building and she is guessing that it was assigned one address and then the owner assigned the individual unit numbers</p> <p>She has been at the job for four years and has not had to create any new addresses but for a twin home she believes that she would create 2 separate full addresses and not use any half numbers</p>	City New Germany
<p>Community Development Department assigns addresses</p> <p>Fire Chief, Public Works Director and Public Utilities Director give their okay</p> <p>Addresses are faxed to Carver County</p> <p>Copy of addressing information is put into parcel file</p>	City of NYA

Suite numbers	
When the developer plot is copied to the city clerk she begins the addressing process by temporarily assigning an address. The address is then given to planning and the fire department to verify that it makes sense within those departments and the latest addressing scheme No new apartments have been added and no mobile home parks exist. No multiple building parcels exist at this time. City Clerk would address these	City of Victoria
Meet with the Post Office in the mid 1990's and developed a grid for the city based upon the old grid. They then blocked off addresses in increments of 100 according to the grid. The grid was expanded out from the old grid to allow for growth and the numbers were refined as they went out. Allows for curvilinear street addresses to stay consistent. City council approves all developer plats and road names. Addresses are then recorded for each property after approval. City council does not approve addresses Mobile home parks must fit within the overall larger grid of the city. Met with the Post Office and the developer to assign addresses in one such area. It was then decided whether to use Suites or numbers to address building	City of Waconia
Just assign the address Each unit has a unit number as a part of the PID. Planner addresses the main office then the main office creates a number for each unit in the complex	City of Watertown
<u>New subdivisions:</u> Once a plat has received final approval from the City Council, the developer submits 4 sets of the plat on mylar for recording. Community Development assigns new addresses to all lots in the plat on one set of mylars and makes copies to send out to the Address Distribution List. The original mylar with the official address is stored at the City. <u>Existing/vacant lots:</u> When a building permit is received for a vacant lot, Community Development staff checks to see if the lot is already platted and an address has already been assigned. If not, staff checks the Anoka County grid, as well as adjacent addresses, and assigns a new one. Mobile homes, etc.: These types of development are not yet common in the City; there is one mobile home park where all mobile homes use the same address number, with different unit numbers.	City of Ramsey
grid location determined, numbers chosen, affected parties contacted mobile homes, etc: not yet had to deal with such a situation – unaware of the process	City of Prior Lake
What decision rules are used to create/assign addresses? Are the rules locally developed or based upon published guidelines or standards?	Addressing Authorities
Look at pre-established 911 grid. Use common sense. Rules are passed on down by word of mouth.	Carver Co. (Co. Planner)
When numbering houses Emergency Management leaves 4 to 10 numbers in between houses. Odd on one side and even on the other standard used.	Carver Co. Risk/Emergency Management
Defined by each City. Locally, but they each follow the Hennepin County standards when dealing with street type abbreviations.	Hennepin Co.
Uniform Address Guidelines along with the Addressing Ordinance apply. Rules have been mainly locally developed.	Scott Co.
When the original plat of the city was done everything was based on square blocks so the numbering was uniform throughout and all was well. Now however with the advent of new cul-de-sacs and meandering streets there is no formal policy. She tries to ensure numbering is consistent in each new area by matching it with the addresses around it.	City of Carver
Rules are locally developed	City of Chanhassen
Odd even system used. No knowledge of any guidelines or standards being used	City of Chaska

Rules are locally developed. She starts with a 100 or a 1000 and goes up from there	City of Cologne
Locally council developed rules. Abide by Post Office standards	City of Hamburg
Based on preference	City of Mayer
She would use the League of Minnesota Cities guidelines and sit down with the Post Master and create them	City New Germany
There are no published guidelines or standards; however the addresses generally tend to follow the addressing system from the two older towns. For example, if the streets in the older sections were ¼ mile square, an imaginary grid is drawn over the new area to continue the numbering that would have occurred with the old system.	City of NYA
There is a locally developed ordinance that provides the guidelines for the official addressing map. They have stayed with the cities basic numbering system	City of Victoria
Local work early on grid developed with the Post Office. Rules make sure street names are not duplicated or sound like current names. Look at county list of indexed names to aide in this process. List comes from the county	City of Waconia
Locally developed based on common sense	City of Watertown
Addresses are determined according to the Anoka County address grid for street names and house numbers. Corner lots are assigned an address for both frontages. If new lots are large enough, several house numbers will be assigned, with the final address depending on where the house is placed on the lot.	City of Ramsey
part of city ordinance; follow the grid for numbers, south & east sides are odd, north & west numbers are even unaware of the origin of the rules	City of Prior Lake
How does address data management pertaining to new development and redevelopment differ?	Addressing Authorities
No redevelopment.	Carver Co. (Co. Planner)
No difference.	Carver Co. Risk/Emergency Management
Defined by each City in their address rules.	Hennepin Co.
At this point in time, Scott County does not have an issue with redevelopment addressing. The E911 guidelines for redevelopment would apply (unique building number, no ½'s, letter preferred to fraction).	Scott Co.
N/A They just make sure to leave numbers in between to allow for parcel splits with new homes	City of Carver
No difference	City of Chanhassen
No difference	City of Chaska
Taken into consideration for example number left open when a lot could be divided	City of Cologne
No difference	City of Hamburg
N/A	City of Mayer
N/A	City New Germany
No difference	City of NYA
No difference	City of Victoria
If a building is torn down and replaced with multiple buildings then the new buildings are addressed to fall within the established grid formant	City of Waconia
No difference	City of Watertown
The process gets a little more complicated when existing residential lots are redeveloped into smaller lots. If a house with an existing address is removed staff tries to notify the address distribution list that this address is no longer in use. If existing houses remain a new address may have to be assigned, particularly if street access to that house is changing.	City of Ramsey
not much different – in redevelopment, a property owner must be contacted	City of Prior Lake

Topic: Databases	
Where are address data stored and who manages them?	All stakeholders
SVRS (State Voter Registration System) Minnesota Secretary of State Office	Anoka County
Planning maintains the addresses for properties with multiple addresses. The address data is stored in a GIS point file with the property address in it. It has a dot for every home with an onsite sewer. The file is called duloc.shp.	Carver Co. (Co. Planner)
The data is stored as a courtesy field in the AS400. Kay manages all changes.	Carver Co. Auditor's Office
GIS system. Address changes are in written hard copy file folders located in filing cabinets in Emergency Management.	Carver Co. Risk/Emergency Management
Mainframe, managed by Property Tax Division.	Hennepin Co.
Address data for Scott County is stored in several different databases. Tax system uses ACS for taxpayer and property tax address by PID; managed by taxation department personnel. E911 MSAG, New World Systems Computer Aided Dispatch GeoFile and street centerline file managed by Lyn Rohe, Comm Dev.	Scott Co.
On a hard copy map that she has in her office	City of Carver
Stored in a file cabinet. Permit systems and Geobase also contain some data. The GIS Specialist.	City of Chanhassen
On Paper. The Planning Department	City of Chaska
The system puts out the information. (They probably have a program created for them that they record the addresses into for billing information.) A plumber triggers a new address event when he comes in to request a water meter for a new house. Utility Billing Clerk	City of Cologne
Stored on city file by city clerk. They are in an Excel spreadsheet	City of Hamburg
Stored in an address filing system. Separate folder for each by subdivision phase. City Planner manages them	City of Mayer
On a hard copy and computer. City Clerk	City New Germany
City Zoning Maps Engineering Company manages them. Persons Name: Greg Schmidt Position: Consulting Engineer Location: Bolton Menk	City of NYA
Excel spreadsheet and the city site. The city clerk manages them	City of Victoria
The address data is located in a Master binder book. The book is structured based upon development in alphabetical order. It contains all plots for the city. They are currently under a process to convert all this information via Lazerfiche and put it on a computer system	City of Waconia
Stored by PID Number in a Excel Spreadsheet. Jeremy Barnhardt – City Planner	City of Watertown
Addresses are stored on a mylar copy of the plat at City Hall. The City relies on Anoka County's GIS data to create address maps.	City of Ramsey
New Prague uses Scott County data for all their addressing – tax file data and GIS.	City of New Prague
addresses are stored by city personnel in an Access database, the Building Dept updates some of the information where building permits are concerned; however, most other property information is not updated (owners, census tract, etc.)	City of Prior Lake
Addresses are stored and managed by Intrado	Metro 911 Board
Elk River ISD does receive copies of new plats from some cities and counties within the school district, but it's hit-or-miss. The school district also receives new address information from new students and their parents. Birth lists (generated by local hospitals) are also used to identify new students. The district has ordered address lists from Anoka County in the past.	Elk River School District
Vision Trans. does get copies of new plats from some cities within the school district, but it's hit-or-miss. Often a parent will call in with their address, looking for bus	Vision Transportation

service, this is often the first notice they receive of new development in the district. New addresses are entered into a database, new bus stops are identified, and new bus stop locations are communicated to the affected school, but not the school district itself.	(Transportation services to the Elk River Schools)
Connexus gets address data from new plats sent by cities and enters this into their Customer Information System/GIS. Frequently they receive notice of a new address via a building permit or other type of permit (e.g. electrical), or from a customer calling for service. This address is eventually checked against city-provided address data.	Connexus Energy
Allina uses a CAD-based system to maintain address data (GEOAC – something similar?), sounds like it’s street-centerline, based on Hudson Map Book data (ambulance drivers use Hudson’s). 911 calls are routed from the PSAP to the appropriate ambulance service, along with the address provided with the phone record. Allina enters this address into its system, locates the nearest ambulance, and directs it to the caller. Addresses come from new plats sent by cities within Allina’s service area.	Allina Medical Transportation
Ace does get copies of new plats from some cities in its service area (which includes cities in several different counties) but again the process is kind of hit or miss. They have also purchased street maps from counties on occasion. Their main source of address data is GDT/TeleAtlas; they have found that newly-built streets take a long time to show up in this data, which is a particular problem in fast-growing areas.	Ace Solid Waste
What data are recorded? In what structure (format) are the data recorded/stored?	Database managers and custodians
PID, Address, Mailing Address, City and Zip. Residential number of units. House number, Township name, Street, Residential type, land use, ESN area, Fire Department. Address data is stored in SQL server Carver ezoning.dbf and siteadd.table	Carver Co. (Co. Planner)
Data is recorded as a courtesy field in the AS400 tax records	Carver Co. Auditor’s Office
Address changes. Stored in a file in a filing cabinet in Emergency Management. Stored as addressing project and by city	Carver Co. Risk/Emergency Management
Computer Correct street name and block range ESM for the MSAG keeps address locally and through the 911 board	Carver Co. 911 Center
Address range, Street full name, zip, school district, ward and precinct, congressional dis., state rep. dis., US rep. Dis., and county commissioner dis.	Hennepin Co.
Mainframe	
AS400 format is db2. MSAG is in Excel format. NWS is run off AS400.	Scott Co.
Addresses on the Map	City of Carver
Street names and addresses. In a file cabinet. Right of way map from county used to record addresses	City of Chanhassen
Street names and addresses. On paper	City of Chaska
The developer or the persons name and address	City of Cologne
Street name, address, date of assignment. In an Excel spreadsheet	City of Hamburg
Address and PID. In paper files	City of Mayer
Everything in a master file. Street address, address, zoning, P.O. Box, names, Phone number, Utility account number. Stored in a “cheap database” called “My Data”	City New Germany
This is not done in house	City of NYA
Street name, address number, name of resident, legal description, property owner, and the PID. Data is recorded in an Excel spreadsheet and a PID book	City of Victoria
The street name, address number and the business or residential name. They are recorded in the utility billing system.	City of Waconia
New development only. The data are stored in an Excel table that has lot, block, house number, and PID (sometimes) information	City of Watertown

Building number, street name, road direction. Data must be MSAG compliant	Metro 911 Board
The district recently transitioned to new database software for student information – Campus Student Databases. The district is currently looking to expand its address capabilities with this software.	Elk River School District
Versitrans is used. Seems to be some kind of combination mapping/database software.	Vision Transportation (Transportation services to the Elk River Schools)
Data are stored in GIS/CIS format.	Connexus Energy
Allina uses a CAD-based system to maintain address data (GEOAC – something similar?), sounds like it's street-centerline, based on Hudson Map Book data (ambulance drivers use Hudson's). 911 calls are routed from the PSAP to the appropriate ambulance service, along with the address provided with the phone record.	Allina Medical Transportation
Data is provided by GDT/TeleAtlas, but Ace uses ArcMap to store, analyze, and display data.	Ace Solid Waste
How frequently are the data updated? Who reports errors in the database?	Database managers and custodians
As they come in. Errors reported by staff.	Carver Co. (Co. Planner)
As they come into office. Errors reported by Individuals who come in and let her know or some other entity.	Carver Co. Auditor's Office
As they come in.	Carver Co. Risk/Emergency Management
As they are found. Carver 911 submits them to be corrected. Phone Company brings errors to him.	Carver Co. 911 Center
As needed (daily). All users of the database.	Hennepin Co.
MSAG, NWS CAD and Tax address files are updated as needed, often daily. Street centerline file is updated as needed and map data is downloaded to dispatch mapping program on a monthly basis. AS400 tax files updated daily. Who reports errors in the database? Errors involving the communications center data are reported by the users of the systems – dispatchers, officers, records clerks for county/PD's. Errors involving the MSAG can also be reported by the above, and the telephone company would be included in error reporting. Errors in the tax file database would be reported by the taxation department, assessor's office, or land records employees. Errors in the street centerline file could be reported by any of the above, and any citizen using Scott County's website.	Scott Co.
As soon as they come in. She notifies the Engineers when there is an error in their map. Otherwise there are no errors	City of Carver
As soon as they come in. Building Official	City of Chanhassen
As soon as they come in. Usually the planning department just finds them	City of Chaska
As soon as they come in. City Clerk. Appears to be no formal procedure	City of Cologne
Quarterly or as a major development comes in Post Office reviews the addresses	City of Hamburg
As soon as they come in. City planner	City of Mayer

The book is updated immediately but the computer database is subject to when she has the time. Usually quarterly. City Clerk	City New Germany
	City of NYA
Upon utility change (i.e. new city water customer) or when a new address is created by a split, new owner or a new development. City staff	City of Victoria
Once plat filed in book or when the utility sends out notification of a name change. Utility billing clerk or city planner	City of Waconia
As soon as they come in. City planner or whomever finds it	City of Watertown
Address data is updated when an error is found, a new plat is received from a city or county, or a new parent/student reports a new address.	Elk River School District
The database is updated every time a new address is provided to Vision.	Vision Transportation
As received from the city or other sources, described above.	Connexus Energy
As soon as a new plat is received from a city. When new streets are created, Bob has to draw these in by hand in Allina's CAD system.	Allina Medical Transportation
As provided by GDT/TeleAtlas.	Ace Solid Waste
What business functions are supported by each if the existing address databases? What are the mandated services for which address data are being produced and maintained? (optional: ask this of other stakeholders too)	Database managers and custodians
GIS Studies, ISTS Tracking System, and Reports for the Township fire departments. Planning only. Building code requires that an address be issued for the building process. Nothing in the planning ordinances that require an address.	Carver Co. (Co. Planner)
Don't know. Kay is not aware of any mandates by any governing authority.	Carver Co. Auditor's Office
Emergency Management projects Hazardous Materials cleanup Evacuation Plans 911 Coverage areas for fire department responses Coverage for ambulance responses Many more... Policy direction is located in Planning & Zoning. No statutory authority to change addresses.	Carver Co. Risk/Emergency Management
MSAG, Phone companies	Carver Co. 911 Center
County address verification, E911 address verification, count precinct finder Possibly the Election Division	Hennepin Co.
Taxpayer mailings, 911 calls, info received on officer's Mobile Computer Terminals in squad cars, dispatcher mapping program, Scott County website mapping program. Taxpayer mailings, E911 MSAG	Scott Co.
Fire Department etc. The Engineers get all the brand new addresses into their system right away. Do not have any. Not aware of any official mandate	City of Carver
None None	City of Chanhassen
None Street names and addresses. No mandated services	City of Chaska
Utility billing	City of Cologne

Not aware of any	
City water and sewer billing. Utilities None	City of Hamburg
None None	City of Mayer
None	City New Germany
None	City of NYA
City business Assessments, Notices of new developments	City of Victoria
Sewer, water and street light utility billing The city is responsible for coming up with the address numbers	City of Waconia
Unsure. Done before final platting	City of Watertown
Phone company business & 911 addressing	Metro 911 Board
Address data is used to generate mailings to all households within the school district and to identify new students. The district's transportation provider (Vision Transportation of Elk River) maintains its own database.	Elk River School District
Address data is used internally to identify new bus stops/routes and to provide transportation services.	Vision Transportation
Address data is used internally to plan utility systems, billing, contacting customers, etc.	Connexus Energy
Allina uses its address data to direct emergency responders to the place from which the 911 call was placed.	Allina Medical Transportation
Ace uses address data is used to identify new customers, route design, mailings.	Ace Solid Waste
Topic: Data Flow	
How does address data flow – from and to whom? Does this diagram accurately reflect what you know?	All stakeholders
I receive information from some cities or when a registrant completes a voter application card. When trying to identify the location of an address I begin with GIS maps. I may also use the surveyor's aerial map, the tax department pin information or contact the city. Yes	Anoka County
A new plat goes through the platting process. The county board approves the plat. The plat then gets recorded. Kay in the Auditors office will then give it a PID number and send to Planning. Planning then puts an address on it. An existing piece with no splits comes through as a part of the building permit process and is then given an address. If there is no property split Mary will give it an address and pass it along back to Kay. So we pass data to Kay Lemke (Auditor's office), Scott Gerber (Risk Mgmt), County Assessor, townships will sometimes want to know so they can order the address signs. She also gets a certificate of real estate value that she uses to verify the addresses.	Carver Co. (Co. Planner)
The cities fax or email the address to Kay. She enters them into the AS400. Planning & Zoning give her the township addresses to enter into the AS400. So we pass data only to the election clerk. The cities sent it to the utilities.	Carver Co. Auditor's Office
Emergency Management relies on the GIS system. Townships come in for a permit they get assigned a new address by Planning & Zoning. Planning & zoning give the addresses to Emergency Management, GIS and Auditors. Address changes that come in go to Emergency Management. Emergency Management initiates the address changing process within the county and copies all changes to agencies and utilities within the county. City changes go directly to the 911 center. Problem comes up Emergency Management creates a road name. Planning and zoning creates a house number.	Carver Co. Risk/Emergency Management

A letter is written to the homeowner on county letterhead and copied to all utilities and agencies. The letter sent is signed by Emergency management, Post office and the city it resides within.	
Metro 911 We send data to Municipalities if they ask for it. The old person would send out streets on city basis	Carver Co. 911 Center
From city into county	Hennepin Co.
See diagram. Yes.	Scott Co.
She gets the information from the developers and building permits	City of Carver
From building official to outside agencies and staff in city hall	City of Chanhassen
When the plats are recorded then addresses are created	City of Chaska
Plumber picks up a water meter, which triggers an addressing event. The new address then is added. Address is not given until a house is on the property. A plan from the developer is received and the city clerk gives each house a number allowing for a future parcel split	City of Cologne
City Council works with the developer. The developer gives the city council the street names and the city council assigns addresses. The addresses are then given to the city clerk to enter into the database	City of Hamburg
Comes from the developers	City of Mayer
Developer assigns the street names with prior approval by the city council. After the area has been platted the city clerk will then assign the addresses	City New Germany
Building Permit or Utility Company triggers an addressing event. New development and lot splits are the most common	City of NYA
When a plat on a new development comes through she is copied	City of Victoria
Time of platting matched with the grid	City of Waconia
Similar to Mayer. Developer or building permit triggers an addressing event. Generate addresses prior to final recording give to Kay Lemke at Carver County she creates PID's and gives them back to him	City of Watertown
Addresses are assigned by the City and sent out to the Address Distribution List	City of Ramsey
plat information is obtained from the Planning Dept, addresses are assigned, letters are mailed to County, developer, utilities, etc.	City of Prior Lake
PSAP to 911 Net to Metro 911 to Intrado to phone companies	Metro 911 Board
What do you do if you find an error in address data? How are conflicts between the city/county authority and other entities (e.g., the U.S. Postal Service, E911 MSAG, utilities) resolved? Is there a formal feedback method?	All stakeholders
In talking to various departments, staff makes the necessary corrections to their data. Sue and I worked with various internal departments and the school districts to confirm school district lines. Through this process the tax department corrected their data, mapping in GIS was corrected along with voter records so they receive the correct ballot when voting. Issues are resolved in talking to various departments and corrections are made by individuals in their area. If the correction is not done, we risk giving out conflicting information.	Anoka County
Errors usually come from addresses created in the old days. When this happens the owner is notified about the problem. Not aware of any conflicts between entities.	Carver Co. (Co. Planner)
Risk Mgmt will notify otherwise Auditor's does not know. When an error is found it is verified with the city. If a city says change the address she does it. If the post office says change an address she does it	Carver Co. Auditor's Office
Pull Planning and zoning and 911 together and discuss how they will make the change then call and check with Peter Henschel in GIS to see if the name is unique. A GIS	Carver Co. Risk/Emergency

work request is put in or the problem is resolved by going through the change process. Call first then send the city or township a letter to confirm the address change	Management
Can confirm with the source. Goes to the city or township county to verify information	Carver Co. 911 Center
Verify the error and then change if needed. No formal methodology, the city has the overall authority. There is no postal or E911 interaction at the Property Tax Division level.	Hennepin Co.
Contact department or agency and discuss best option for resolving the error. There is no formal feedback method for address conflicts. The only real conflict I have had to deal with was with a city that switched grids on house numbers ranges on a street within a development but did not change the street name. I requested the ranges be all on one grid, explained my reasoning, enlisted the local PD's support, and the planner for that city complied with the request. I am currently dealing with an issue with one of the cities where they have duplicated a street name in a new plat. Emailed city planner and they are getting it changed. Have dealt with the USPS only once, and that was a turf battle they were dealing with between two different post office boundaries that a new development split right down the middle. Stayed out of it and waited for the decision by the USPS.	Scott Co.
Building Inspector finds them usually then she fixes them. Kay Lemke will call and let her know otherwise there is no formal feedback process	City of Carver
Send out corrections Phone conversation to resolve the problem. No formal method	City of Chanhassen
Fix it The city assigns the numbers and the others have to deal with that. No formal feedback	City of Chaska
No procedure. Not aware of any Never had any conflicts. No feedback method in place	City of Cologne
The correction is made at a city council regular meeting Never had an issue. No formal feedback method	City of Hamburg
Contact Kay Lemke Just called the county once. No formal feedback method	City of Mayer
Has not happened. Probably would contact the Post Office and get it fixed. Probably with a letter and a phone call. No formal feedback process at this point	City New Germany
Assign new address, notify county, etc Have not experienced this yet Unknown. Have not experienced this yet	City of NYA
If is a resident found change then they notify everyone again. Otherwise unless it is a 911 risk they leave it alone. Post Office is sent a preliminary change or addition then they say if it is ok or not. One objection was found by the county Auditor and was evaluated by city staff and determined to be proper and was left as is since the city has final authority of numbering	City of Victoria
Find out what went wrong. Was the address inadvertently assigned or was it a mistake. Review for problems periodically Meet with conflicting party. Use a common sense approach. Fix the problem. No formal feedback	City of Waconia
Contact Kay Lemke at Carver County Auditors office and notify Risk/Emergency Management, Fire Department and the Police Department Just call them up. None	City of Watertown
The first thing is to check the mylar, if it is a platted lot, to verify what the true address is. If an error is found, Community Development notifies the Address Distribution List. The City attempts to resolve any conflicts through the distribution list. If another agency is using an incorrect address, this may not come to light unless there is a specific question about the address. In other words, the City does not try to verify that other agencies are using the correct address.	City of Ramsey
Notify Lyn Rohe, Scott County No formal feedback method. Have not experienced addressing conflicts.	City of New Prague

research possible solutions, correct the problem, contact affected parties not aware of any formal method, a determination is made and then affected parties are contacted	City of Prior Lake
The overall student information database is updated – the SD often uses the Anoka County website to determine if an address is within the district or not, and to determine what the true address is if there’s uncertainty.	Elk River School District
This hasn’t been a particular problem to date.	Vision Transportation
Conflicting addresses are checked against the address as recorded at the city.	Connexus Energy
Bob will check the county’s website to check an uncertain address – at times he will also physically visit the location and verify the address himself.	Allina Medical Transportation
Ace checks with the applicable city or county to verify the correct address; they also notify GDT of errors they find.	Ace Solid Waste
Topic: What would you change?	
What problems exist in current processes? What would you change if you could?	All Stakeholders
In some situations, street signs, postal spelling of street names and plat maps do not agree. In East Bethel, the street name Erskin and Erskine is used for the same street. At times cities may issue incorrect addresses to new residents. Residents do not always include the type or direction of the street when they furnish an address. Several areas in Ramsey have odd and even addresses on the wrong side of the street and residents are not enforced to use the corrected house number. Ex: 5150 and 5165 156 th Ln NW are incorrect. Also, 16201 Nowthen Blvd NW. I believe that Coon Rapids has a strict policy when they correct house numbers. I need to watch these situations when these streets are a dividing line for a precinct so that residents are assigned to the correct precinct. Continue to work with various personnel to standardize addresses and get quality data information which is shared.	Anoka County
It’s goofy. There is no consistent countywide set of complete county addresses. Auditor misses the multiple addresses for 1 parcel. No real good way of error checking. Some cornfields are addressed. Would change: Have 1 table for all the property addresses in county including multiple addresses for 1 PID number. Have an entity designated to assign addresses. Have table for all properties connected to point table in GIS	Carver Co. (Co. Planner)
No problems.	Carver Co. Auditor’s Office
Ok as is. Rely on data input in the GIS system more than anything. Probably not 100% accurate but as good as possible. May be missing private streets or addresses. Discussed moving all address changing to Planning & Zoning but felt Emergency Management Authority would be more convincing.	Carver Co. Risk/Emergency Management
Getting timely information from certain communities as they add or modify streets. Would like Single point or contact for addressing data It would be nice to be able to call one person within the county that would have all city or township information	Carver Co. 911 Center
If the cities could/would follow a uniform address assigning methodology.	Hennepin Co.
I would like to streamline the whole data entry process. I currently add basically the same information into four different databases. For the most part, the flow of information to my office from all municipalities is good. I occasionally need to prompt some of the smaller communities to get their data to me in a more timely manner. My priority in entry is into the NWS CAD GeoFile – this file includes house number range, street address, and cross streets, and is the database that feeds the information to the	Scott Co.

officers via MCT in their squad cars. The only thing I would change is the way we are currently entering street centerline and attribute data right now.	
Comfortable with current system. No complaints	City of Carver
None	City of Chanhassen
None	City of Chaska
No problems. Comfortable with system as is.	City of Cologne
Currently no formal procedure. Would like one.	City of Hamburg
Have to work with a prior home addressing system. The house numbers are too close together in that system. Would like to change that old system but it is too late to do now.	City of Mayer
None. Would like to create some documentation.	City New Germany
2 former cities 2 different addresses 2 different zip codes are now 1 city (but still 2 zip codes)	City of NYA
Who sends what to which utility company? Does not know whom the county notifies. Sprint does not seem to receive the information from the county. This could be due to Sprint turnover in staff Woult like to be provided with written documentation from the county as to what needs to be done when an address is added. Be able to have a label producing program in house for free.	City of Victoria
Lacks modernization Would like to modernize everything. Make the process quicker	City of Waconia
Good as it is. No true North/South streets in town. Would like to start from scratch. Change streets to North/South name. Go with numbers and words system for North/South and East/West streets	City of Watertown
There are some ongoing problems with consistency and accuracy of address data generated from different sources, e.g. between the City and different County departments. The City would like to see more uniformity and awareness of the overall addressing process among all the agencies that use address data.	City of Ramsey
Due to time and personnel constraints, I have been unable to be proactive in getting house numbers to utilities, law enforcement agencies, etc. and will refine the process as I get more assistance. Priority given to information needed for entry into MSAG and NWS CAD.	City of New Prague
would prefer to have the plat linework electronically, in order for it to fit into GIS grid system better (this is part of our current standard development contract, but it is not enforced)	City of Prior Lake
The school district would like to see more regular address reporting (e.g. via new plats) from cities and counties within the district.	Elk River School District
Better reporting on new plats/addresses would be helpful.	Vision Transportation
Interviewer's impression is that their major problem is when utility service is needed on a property before the 'official' address has made it to Connexus, though didn't explicitly ask this question. Connexus did say it would be helpful to get electronic versions of new plats.	Connexus Energy
Newly-created streets can be a problem, as described above. Bob would like to see a site location map sent with address plats, and possibly an electronic version of new plats.	Allina Medical Transportation
Improved accuracy and electronic copies of new plats.	Ace Solid Waste
Topic: Other Comments	
I have seen the postmaster get involved with cities when they name streets (e.g. Tournament Players Cir N). Too many characters for a specific field. At one time we furnished a hard copy of the Anoka County portion of the precinct finder to various departments in the government center. We have since eliminated 33 of	Anoka County

<p>the 35 copies because the precinct finder is available on the web. Courts access the finder for addressing standards and verifying an address is in the county for jury duty. Human Services verify if an address is located in the county. Library uses it as a reference when determining a legislative district, school district or address in the county. Patsy, Administration, uses the address search to verify a commissioner district when presenting a resolution. Information may be accessed through the SOS website http://pollfinder.sos.state.mn.us/ or from our home page.</p>	
--	--

ATTACHMENT C

Address Workgroup Scope as defined at the April 28, 2004 meeting.

Scope

The following types of situs addresses are within the scope of the workgroup's activities:

1. Addresses for all occupiable units, including residential and non-residential units. This includes, but is not limited to, individual apartment units, stores in a strip mall, and business suites in an office complex.
2. All "official" addresses (addresses assigned by the official addressing authority for a particular jurisdiction) that are in addition to 1 above. This might include things like parks, cell towers and loading docks, depending on the jurisdiction.
3. Information about sublocations within the addresses defined in 1 and 2 above. The purpose of this would be to define a more specific location at an address, for features within the address that do not have their own official address (i.e. a loading dock at a commercial address, a free standing garage, a barn on a farm, a pavilion at a park).