



**Address Workgroup**  
**Wednesday, November 18, 2009**  
**10:00 a.m. – 12:00 noon**  
**Meeting Summary**

**1. Attendees:**

Curt Peterson, Brad Roman, Bob Moulder, Mark Kotz, John Slusarczyk, Kent Tupper, Todd Sieben, David Brandt, Gordon Chinander, Jim Bunning, Joel Koepp, Ben Verbick, Will Craig, Nancy Read, Deb Jones

**2. Note Taker – Deb Jones**

**3. Introductions**

**4. Agenda approved**

**5. October meeting summary approved**

**6. Project Plan Steps Review latest version – Phase 1 only**

**Steps to get to Initial Data Distribution – Phase 1: Simple Open Access FTP Distribution**

<b>Step</b>	<b>Description</b>	<b>Status</b>
1	Have a willing preliminary distributor	Met Council is willing to distribute via FTP
2	Finalize draft data specifications (to be reviewed once National Standard is approved)	Unique ID and GNIS format items remaining, to be approved at December meeting.
3	Have MetroGIS approved disclaimer language	PB Chair Schneider and CC member Ben Verbick working on this with LMCIT
4	Get approval from CC and Policy Board to distribute data, at least for data providers that want the open access option	Draft policy statement for dataset exists, pending completion of some of the details in this list of steps.
5	Have preliminary registry of address authorities that are contributing data	Draft registry exists. Will need additional data once address authorities begin participating
6	Have accurate metadata for dataset as a whole, with link to contact info for each authority or their designated data maintainer (info in registry)	First draft for December meeting
7	Have address authorities contributing data for distribution	Build it and they will come
8	Ensure that address authorities verify their ability to provide data for Open Access distribution as to not violate existing data license agreements	Counties and cities working on this.

Item 3 disclaimer language in progress

Item 4 approval from Policy Board waiting on policy statement

Item 5 preliminary registry handout distributed (included below).

Kotz had asked the counties for a list of addressing authorities (including “functioning” address authorities and data custodians). County input was compiled into the handout. Let him know if there are any additions or updates to this list. Large organizations (e.g. 3M and UM) are to be tackled later.

Item 6 – Kotz volunteered to create first draft of metadata (ACTION ITEM)

Item 8 – Will get to that (see agenda item 7 below) to be talked about at this meeting.

In response to questions from attendees

- What is county role? Counties have been encouraged to serve as intermediate aggregators but this is between counties and cities.
- What is status of online editing applications? Awaiting legal review of project approved last year.
- What is status of Synchronizer? Carver County is not here to give update on synchronizing.

### **7. Address Points Starter Kit (from parcel points): Redistribution issues related to parcel data licenses – update from counties**

Kotz reviewed issue: Cities (address authorities) starting from parcel points originally generated by counties.

#### *Hennepin County – Bob Moulder*

Have been working with county attorney to create language but have not gone through an entire approval process. This would need to lead to a brand new licensing agreement with municipalities.

#### *Ramsey County – Curt Peterson*

The County is “all for it” but the difficulty is that both the cities and county are stakeholders in the data model and business model that have been in place for years. Making the data available to all, including non members (of the user group) would not be consistent with this model. Want to avoid being arbitrary and capricious. A vote of the RCGIS User Group would be needed.

#### *Scott County – Jim B*

County staff have had discussions and decided to treat the address points as a completely new dataset, “starting from scratch,” and thus not subject to parcel licenses. The county will create the dataset and give it to the cities to do with as they will; county is willing to host it.

#### *Washington County – David B*

County is considering taking an approach like Scott County, but would need to get an OK from legal department. This would be a new dataset cities would own and originate and maintain, not under the existing license. Their concerns: how much time would be spent on it and making sure it is OK with legal.

#### *Dakota County – Kent*

Like Ramsey, there is an issue with existing license agreement for data and derivatives. They would treat address points like parcel data at the county level but will be distributing (? Maybe up to the cities, not the County?). They will not tell cities they cannot distribute the data but will have to deal with the legalities regarding existing licenses. Dakota has a similar business model to Ramsey. It would be nice to think

cities will maintain data but it is probably not realistic. County will probably end up doing it, but it would be worthwhile because address data has value to the County.

*Anoka – John*

County is in “almost exact same position as Dakota.” Anoka has complete resident point dataset, so it would be covered by the existing license agreement. They don’t want to change the agreement because it would force them to define “derivative” data. They would have to get input from their attorneys. They want to avoid duplication of effort. (Existing data was created from parcel centroids and moved to buildings with apartments added. They don’t have commercial units. Mobile homes are a “grey area” – not necessarily up to date.) John is discussing with County legal staff.

Read: Would it be helpful if Hennepin develops some good language to share it with other counties?

## **8. Unique ID**

Kotz reviewed the issue, background and previous discussion of values and requirements. There are two possible approaches to creating a nationally unique ID: 1.) assigning a UUID (several algorithms available) and 2.) adding something to the local ID used by the addressing authority to make it nationally unique. We want the ID to be persistent for the life of the feature. Do we want to mandate a format or let entities use whatever local format they want?

Extensive discussion ensued, regarding the advantages and disadvantages of various ways of assigning a unique ID at various levels. It became evident that the desire to have a persistent ID for the life of the geographic feature is problematic due to the large number of address authorities and the fact that annexations would cause an address point to be within the jurisdiction of a new address authority. The group acknowledged the worth of having a persistent ID but perhaps this makes the effort too difficult. Emerging consensus was to have both a local ID assigned by the city (or acting address authority) which would “tag along” with the record and a regional ID assigned by the regional custodian, which would be created by adding the GNIS code for the city or township to the local ID.

Proposal (Kotz) to be written up for the next meeting:

- Give up persistence. (ID will probably be persistent but can’t be guaranteed.)
- Require each address authority to assign a unique ID to each address point
- Define the local ID in the regional dataset as a text field with width of 50 to accommodate what Hennepin Co. is currently using for a unique ID. Local IDs would be converted to text in the transfer process if they are integers.
- The regional unique ID would be larger to accommodate the GNIS code and a dash in front of the local ID.

What about precedence when both city and county have assigned an ID? Kotz: under the vision of this group the address authority would determine which ID is official.

## **9. Method for data distribution**

In Phase 1, one idea is to follow model used by MetroGIS now for other data: standard disclaimer, ftp access through metadata.

Chinander: For emergency service purposes, how current would it be? Kotz: at least quarterly in Phase 1. RSS feed will tell when data has been updated. Kotz has volunteered to make a “mock up” metadata to start with.

Chinander: What about reporting errors? Kotz: They should be reported to address authority, but no process is in place to do that. We could start by specify in metadata to talk to the addressing authority.

## **10. Action Items**

- Draft metadata
- Draft proposal for unique ID (see item 8)

## Preliminary Address Authority Registry - DRAFT

CO_CODE	CO_NAME	CTU_ID	CTU_NAME	Functioning Address Authority (creating addresses)	Official Address Authority (if different than Functioning Authority)	Designated MetroGIS Data Maintainer (if different than Functioning Authority)	Organization Type	Have Address Points
003	Anoka	2393954	Andover	City of Andover			city	
003	Anoka	2393964	Anoka	City of Anoka			city	
003	Anoka	2394156	Bethel	City of Bethel			city	
003	Anoka	2394183	Blaine	City of Blaine			city	
003	Anoka	2393784	Centerville	City of Centerville			city	
003	Anoka	2393526	Circle Pines	City of Circle Pines			city	
003	Anoka	2393607	Columbia Heights	City of Columbia Heights			city	
003	Anoka	2393610	Columbus	City of Columbus			city	
003	Anoka	2393628	Coon Rapids	City of Coon Rapids			city	
003	Anoka	2394596	East Bethel	City of East Bethel			city	
003	Anoka	2394826	Fridley	City of Fridley			city	
003	Anoka	2394273	Ham Lake	City of Ham Lake			city	
003	Anoka	2394389	Hilltop	City of Hilltop			city	
003	Anoka	2395696	Lexington	City of Lexington			city	
003	Anoka	2395725	Lino Lakes	City of Lino Lakes			city	
003	Anoka	664793	Linwood Twp.	Linwood Township			township	
003	Anoka	2437910	Nowthen	City of Nowthen			city	
003	Anoka	2395282	Oak Grove	City of Oak Grove			city	
003	Anoka	2396311	Ramsey	City of Ramsey			city	
003	Anoka	2395934	Spring Lake Park	City of Spring Lake Park			city	
003	Anoka	2396487	St. Francis	City of St. Francis			city	
019	Carver	663571	Benton Twp.	Carver County			county	
019	Carver	663731	Camden Twp.	Carver County			county	
019	Carver	2393762	Carver	City of Carver			city	
019	Carver	2393799	Chanhassen	City of Chanhassen			city	
019	Carver	2393809	Chaska	City of Chaska			city	Yes
019	Carver	2393601	Cologne	City of Cologn			city	
019	Carver	663913	Dahlgren Twp.	Carver County			county	
019	Carver	2394274	Hamburg	City of Hamburg			city	
019	Carver	664388	Hancock Twp.	Carver County			county	
019	Carver	664502	Hollywood Twp.	Carver County			county	
019	Carver	664705	Laketown Twp.	Carver County			county	
019	Carver	2395049	Mayer	City of Mayer			city	
019	Carver	2395195	New Germany	City of New Germany			city	
019	Carver	2395278	Norwood Young America	City of Norwood Young America			city	
019	Carver	665551	San Francisco Twp.	Carver County			county	
019	Carver	2397135	Victoria	City of Victoria			city	
019	Carver	2397159	Waconia	City of Waconia			city	
019	Carver	665887	Waconia Twp.	Carver County			county	
019	Carver	2397211	Watertown	City of Watertown			city	
019	Carver	665931	Watertown Twp.	Carver County			county	

019	Carver	666069	Young America Twp.	Carver County			county	
037	Dakota	2393967	Apple Valley	City of Apple Valley			city	
037	Dakota	2393472	Burnsville	City of Burnsville			city	
037	Dakota	663763	Castle Rock Twp.	Castle Rock Twp.			township	
037	Dakota	2393579	Coates	City of Coates			city	
037	Dakota	663994	Douglas Twp.	Douglas Twp.			township	
037	Dakota	2394586	Eagan	City of Eagan			city	Yes
037	Dakota	664099	Empire Twp.	Empire Twp.			township	
037	Dakota	664113	Eureka Twp.	Eureka Twp.			township	
037	Dakota	2394747	Farmington	City of Farmington			city	
037	Dakota	664346	Greenvale Twp.	Greenvale Twp.			township	
037	Dakota	2394282	Hampton	City of Hampton			city	
037	Dakota	664386	Hampton Twp.	Hampton Twp.			township	
037	Dakota	2394320	Hastings	City of Hastings			city	
037	Dakota	2395429	Inver Grove Heights	City of Inver Grove Heights			city	
037	Dakota	2395614	Lakeville	City of Lakeville			city	
037	Dakota	2394457	Lilydale	City of Lilydale			city	
037	Dakota	664919	Marshan Twp.	Marshan Twp.			township	
037	Dakota	2395096	Mendota	City of Mendota			city	
037	Dakota	2395097	Mendota Heights	City of Mendota Heights			city	
037	Dakota	2395317	Miesville	City of Miesville			city	
037	Dakota	2395216	New Trier	City of New Trier			city	
037	Dakota	665126	Nininger Twp.	Nininger Twp.			township	
037	Dakota	2395265	Northfield	City of Northfield			city	
037	Dakota	2396316	Randolph	City of Randolph			city	
037	Dakota	665377	Randolph Twp.	Randolph Twp.			township	
037	Dakota	665381	Ravenna Twp.	Ravenna Twp.			township	
037	Dakota	2396433	Rosemount	City of Rosemount			city	
037	Dakota	665569	Sciota Twp.	Sciota Twp.			township	
037	Dakota	2395918	South St. Paul	City of South St. Paul			city	
037	Dakota	2396006	Sunfish Lake	City of Sunfish Lake			city	
037	Dakota	2397127	Vermillion	City of Vermillion			city	
037	Dakota	665860	Vermillion Twp.	Vermillion Twp.			township	
037	Dakota	665929	Waterford Twp.	Waterford Twp.			township	
037	Dakota	2397275	West St. Paul	City of West St. Paul			city	
053	Hennepin	2394198	Bloomington					
053	Hennepin	2393428	Brooklyn Center				city	Yes
053	Hennepin	2393429	Brooklyn Park					
053	Hennepin	2393797	Champlin					
053	Hennepin	2393799	Chanhassen					
053	Hennepin	2393634	Corcoran					
053	Hennepin	2393541	Crystal					
053	Hennepin	2394471	Dayton					
053	Hennepin	2394486	Deephaven					
053	Hennepin	2394614	Eden Prairie				city	Yes
053	Hennepin	2394621	Edina					
053	Hennepin	2394717	Excelsior					
053	Hennepin	664202	Fort Snelling					

			(unorg.)					
053	Hennepin	2394924	Golden Valley					Yes
053	Hennepin	2394988	Greenfield					
053	Hennepin	2394245	Greenwood					
053	Hennepin	2394288	Hanover					
053	Hennepin	664409	Hassan Twp.					
053	Hennepin	2394417	Hopkins					
053	Hennepin	2395420	Independence					
053	Hennepin	2395756	Long Lake					
053	Hennepin	2395764	Loretto					
053	Hennepin	2395838	Maple Grove					Yes
053	Hennepin	2395841	Maple Plain					
053	Hennepin	2395082	Medicine Lake					
053	Hennepin	2395084	Medina					
053	Hennepin	2395345	Minneapolis					
053	Hennepin	2395350	Minnnetonka					
053	Hennepin	2395351	Minnnetonka Beach					
053	Hennepin	2395352	Minnetrista					
053	Hennepin	2395111	Mound					
053	Hennepin	2395201	New Hope					
053	Hennepin	2396081	Orono					
053	Hennepin	2396098	Osseo					
053	Hennepin	2396242	Plymouth					
053	Hennepin	2396362	Richfield					Yes
053	Hennepin	2396388	Robbinsdale					
053	Hennepin	2396406	Rockford					
053	Hennepin	2396415	Rogers					
053	Hennepin	2395877	Shorewood					
053	Hennepin	2395935	Spring Park					
053	Hennepin	2396471	St. Anthony					
053	Hennepin	2396475	St. Bonifacius					
053	Hennepin	2396500	St. Louis Park					
053	Hennepin	2397036	Tonka Bay					
053	Hennepin	2397235	Wayzata					
053	Hennepin	2397370	Woodland					
123	Ramsey	2393979	Arden Hills	City of Arden Hills			city	
123	Ramsey	2394183	Blaine	City of Blaine			city	
123	Ramsey	2394738	Falcon Heights	City of Falcon Heights			city	Yes
123	Ramsey	2394871	Gem Lake	City of Gem Lake			city	
123	Ramsey	2395642	Lauderdale	City of Lauderdale			city	
123	Ramsey	2395733	Little Canada	City of Little Canada			city	
123	Ramsey	2395846	Maplewood	City of Maplewood			city	
123	Ramsey	2395118	Mounds View	City of Mounds View			city	
123	Ramsey	2395187	New Brighton	City of New Brighton			city	
123	Ramsey	2395259	North Oaks	City of North Oaks			city	
123	Ramsey	2395261	North St. Paul	City of North St. Paul			city	
123	Ramsey	2396435	Roseville	City of Roseville			city	Yes
123	Ramsey	2395876	Shoreview	City of Shoreview			city	
123	Ramsey	2395934	Spring Lake Park	City of Spring Lake Park			city	

123	Ramsey	2396471	St. Anthony	City of St. Anthony			city	
123	Ramsey	2396511	St. Paul	City of St. Paul			city	Yes
123	Ramsey	2397106	Vadnais Heights	City of Vadnais Heights			city	
123	Ramsey	2397299	White Bear Lake	City of White Bear Lake			city	
123	Ramsey	665981	White Bear Twp.	White Bear Township			township	
139	Scott	2394113	Belle Plaine	City of Belle Plaine			city	No
139	Scott	663556	Belle Plaine Twp.	Scott County			county	No
139	Scott	663612	Blakeley Twp.	Scott County			county	No
139	Scott	663767	Cedar Lake Twp.	Scott County			county	No
139	Scott	663886	Credit River Twp.	Scott County			county	No
139	Scott	2394658	Elko New Market	City of Elko New Market			city	No
139	Scott	664443	Helena Twp.	Scott County			county	No
139	Scott	664569	Jackson Twp.	Scott County			county	No
139	Scott	2395483	Jordan	City of Jordan			city	No
139	Scott	664829	Louisville Twp.	Scott County			county	No
139	Scott	665104	New Market Twp.	Scott County			county	No
139	Scott	2395211	New Prague	City of New Prague			city	No
139	Scott	2396284	Prior Lake	City of Prior Lake			city	No
139	Scott	665541	Sand Creek Twp.	Scott County			county	No
139	Scott	2396543	Savage	City of Savage			city	No
139	Scott	2395854	Shakopee	City of Shakopee			city	Old - not maintained
139	Scott	665676	Spring Lake Twp.	Scott County			county	No
139	Scott	665519	St. Lawrence Twp.	Scott County			county	No
163	Washington	2393887	Afton	City of Afton and Washington County as needed	City of Afton		city and county	No
163	Washington	2394090	Bayport	City of Bayport			city	No
163	Washington	663529	Baytown Twp.	Washington County	Baytown Township		county	No
163	Washington	2394171	Birchwood Village	City of Birchwood Village			city	No
163	Washington	2393644	Cottage Grove	City of Cottage Grove			city	No
163	Washington	2394503	Dellwood	City of Dellwood			city	No
163	Washington	663965	Denmark Twp.	Washington County	Denmark Township		county	No
163	Washington	2394789	Forest Lake	City of Forest Lake and County for portion that was TWP	City of Forest Lake		city and county	No
163	Washington	2394963	Grant	City of Grant			city	No
163	Washington	664354	Grey Cloud Island Twp.	Washington County	Grey Cloud Island Township		county	No
163	Washington	2394320	Hastings	City of Hastings			city	No
163	Washington	2394440	Hugo	City of Hugo			city	No

163	Washington	2395589	Lake Elmo	City of Lake Elmo			city	No
163	Washington	2394379	Lake St. Croix Beach	Washington County	City of Lake St. Croix Beach		county	No
163	Washington	2395609	Lakeland	Washington County	City of Lakeland		county	No
163	Washington	2395610	Lakeland Shores	Washington County	City of Lakeland Shores		county	No
163	Washington	2395626	Landfall	City of Landfall			city	No
163	Washington	2395818	Mahtomedi	City of Mahtomedi			city	No
163	Washington	2395007	Marine on St. Croix	City of Marine on St. Croix			city	No
163	Washington	664932	May Twp.	Washington County	May Township		county	No
163	Washington	2395227	Newport	City of Newport			city	No
163	Washington	2395285	Oak Park Heights	City of Oak Park Heights and Washington County as needed	City of Oak Park Heights		city and county	No
163	Washington	2395287	Oakdale	City of Oakdale			city	No
163	Washington	2396211	Pine Springs	City of Pine Springs			city	No
163	Washington	2396548	Scandia	Washington County	City of Scandia		county	No
163	Washington	2396508	St. Marys Point	City of St. Mary's Point			city	No
163	Washington	2396516	St. Paul Park	City of St. Paul Park			city	No
163	Washington	2395969	Stillwater	City of Stillwater			city	No
163	Washington	665712	Stillwater Twp.	Washington County	Stillwater Township		county	No
163	Washington	665966	West Lakeland Twp.	Washington County	West Lakeland Township		county	No
163	Washington	2397299	White Bear Lake	City of White Bear Lake			city	No
163	Washington	2397314	Willernie	City of Willernie			city	No
163	Washington	2397369	Woodbury	City of Woodbury			city	No