

Addressing Workgroup Meeting Minutes

June 6th, 2013

Present:

Mindy Cochran, Flathead County GIS
Nathan Holm, Flathead County GIS
Vicki Saxby, Flathead County I.T.
Mike Pence, Flathead County Administrator
Doug Conners, City of Kalispell
Doug Russell, City of Kalispell Manager
Necile Lorang, City of Whitefish
Chuck Stearns, City of Whitefish Manager
Susan Nicosia, City of Columbia Falls Manager
Barb Torres, City of Columbia Falls
Jason Singleton, OES-GIS
Monica Eisenzimer, Flathead County Election
Aaron McConkey, City of Kalispell

- **Introductions**
- **Overview on the purpose of the addressing workgroup and how it came into existence**
 - Mindy stated that the FC GIS has handled address/road data for the 911 system (including the incorporated cities) for about a decade. Address/data was created from a multitude of sources from septic permits, utilities companies, city records if they existed, plat room records, Centurylink data, etc.
 - For the first 8 or 9 years, there was very little involvement from the cities in regard to the GIS data. Some cities would send periodically send updates to be entered into the GIS data.
 - Mindy stated they created the workgroup about a year and half ago when questions arose regarding the expectations for the address data in the GIS data. The goal of the workgroup has been to ensure everyone has an understanding of how the 911 system works and uses the GIS & Centurylink data. The primary project the workgroup has taken on thus far is sync up county records to city data. In looking for ways to best ensure that synchronicity, Mindy called some the other large counties.
- **GIS Address Maintenance throughout the State of Montana**
 - Butte/Silverbow have very little in the way of GIS services available, and do not keep address GIS data
 - I found that the cities in Gallatin & Missoula counties maintain their own GIS address data.
 - Lewis & Clark County has an addressing coordinator that handles both city/county (and is funded by both).
 - Yellowstone County maintains the data for the cities and they stay in regular communications with the cities on updates. They also have MOU's in place with the cities for the services and charge for the data maintenance (\$28K for Billings, \$2K for Laurel)
 - Mindy stated that they began to explore the idea of an agreement with the county commissioners/county attorney from the liability side of things. The county commissioners also

asked that they explore recovering costs for the work done as well. There was much conversation held over the potential for recovering the costs. The cities felt the services provided were not services above those already provided to the county residents. Vicki pointed out that the reasoning behind it was related to the county attorney directing that there was not statutory obligation to maintain data for the cities. Mindy stated the topic of fees was a topic for the city manager/county administrator, but regardless there should be an agreement put into place so everyone is clear on the expectations of the other parties.

- **Overview Draft Contract**

- Discussion occurred over several bullet points in the draft MOU, specifically:
 - It was noted that we were skipping discussion over items related to recovering costs
 - Questions were answered regarding the purpose of the item giving the county permission to validate school districts within the cities.
 - It was agreed the bullet regarding the county printing maps for the cities would be reworded
 - It was agreed a bullet needed to be added regarding the county hosting the city zoning data on IMS
 - The cities stated they would not be able to agree to validating the county GIS data on annual basis due to the time / work involved.
 - The cities requested the indemnification clause be reworded to be a mutual indemnification clause (the city would not hold the county liable, nor would the county hold the city liable...)

- **Next Steps:** It was agreed that Mindy would take the MOU and revise it to incorporate discussion have the county attorney and county commissioner's review it, and Mike Pence may then bring the 2nd draft agreement to the city managers.

- **Meeting Adjourned**