

Addressing Workgroup Meeting Minutes

June 4th, 2015

Present:

Mindy Cochran, Flathead County GIS

Nate Holm, Flathead County GIS

Matt Trebesch, City of Whitefish

Rebekah Wargo, City of Kalispell

- **Introductions.** Rebekah Wargo is the new charge for addressing for the city of Kalispell, and is also a civil engineer for the city.
- **Certified Ownership lists:** Earlier in the week, Matt had questioned why rights of way were excluded from the buffer in the certified ownership list process. Mindy pointed out that the zoning regulations specified to do that. Matt asked about the ownership list process, and Mindy overviewed how GIS/Plat Room checked for recorded documents since their date of currency to “certify” a list. Matt asked what we used to query (assessor number or tract-id). Mindy stated usually the tract-id on the ownership list request form, and stated that if the tracts didn’t match up with the assessor number on the request form, we would probably ask the person making the order if that was the intent. Matt asked about the format the addresses come in, and the possibility of changing the “Address1, Address2, Address3 (etc.)” columns to “Street, City, State, Zip” to make mail merges easier. Mindy stated that data come from the land system, and I.T. has already done a lot of work to standardize it to the fields they have now. Mindy said she didn’t think changing it further was an option because of the “Address in Care Of” lines, and also international addresses. Matt said that makes sense.
- **Spatial accuracy in the city of Whitefish:** Matt thanked Mindy for looking into the spatial accuracy of the parcel data in the city of Whitefish near West Lakeshore Drive, which looked peculiar at first glance, but upon closer inspection was found that the roads were not built where they had been platted. Matt said no one seems to know what to about that, and Mindy said the land owners might be able to work something out or it might end up in court someday.
- **HOA Park:** Rebekah and Nate discussed a project they had worked on recently, where an HOA Park was requesting an address in the city of Kalispell. Nate said that for unincorporated Flathead County, they usually try to work with the public in these situations to assign addresses. He said Flathead Electric Company requires addresses for electric boxes. Mindy said they do try to avoid assigning addresses to vacant lots, because on bigger lots, if the driveway has not yet been defined, it could affect the address assigned.
- **Notification to Post Office:** Rebekah asked how GIS coordinated with the Post Office when they changed an address. Nate overviewed the addressing process and the addressing resolution, and stated that the Post Office (amongst others) is notified as part of that process. Nate said he would share that list of people who get notified with Rebekah, and Matt asked if he could have it too.
- **TIFD:** Mindy stated that Cookie (City of Kalispell) had asked to put GIS data for the Tax Increment Financing Districts on IMS. Mindy tried to get that data from the DOR, but they had old data that conflicted with the city’s records. Mindy found they were missing a new addition to the TIFD, so put the city’s data on IMS for the city of Kalispell. She stated that there is DOR data for the other TIFD’s on the website, however, and that the cities may want to check the data.
- **Whitefish city hall.** Matt stated that Whitefish city hall was going to be moving. He stated that he was looking into utilizing Amazon Cloud to build a web map in the meantime.

- **KM Bldg** Rebekah said she was picking up a project that Aaron had started to readdress the KM Bldg. She said that some of the tenants of the building are having trouble with mail. A discussion ensued on how units are mapped “spatially similarly” to the building layout (if available) in the GIS system, but that it is not 3D mapping.
- **Meeting Adjourned**
- **Next Meeting: September 3rd, 2015 at 10 am**