

## **Want to Mail Something to Every Land Owner on Your Lake?**

### **Here are the Steps for Receiving Valuable Geographic Information System (GIS) Data on the Lakeshore Owners on Your Lake**

#### **1) Call Ed Mutsch, 218-652-3038 or [ELMutsch@hotmail.com](mailto:ELMutsch@hotmail.com) with your lake's need for GIS mailing information**

- Ed is the HC COLA member familiar with the software package for retrieving data from the Hubbard County database.
- Ed's skillset allows you to easily receive the data for your lake association mailing. Most requests are for parcel number, owner name, property address, and property mailing address (this helps you reach seasonal folks).
- Ed suggests that someone from each HC COLA member lake association annually request an updated mailing list. This could be part of your lake's "AIS Rapid Response Action Plan."
- The data is provided as an Excel database listing so you'll need to have Microsoft Excel in order to work with the data file.
- Ed would need your email address as requestor to provide the file electronically to you.

#### **2) Confirm the data fields needed and your lake's HC COLA membership**

- Fields used for standard mailing purposes - - parcel number, owner name, property address, and property mailing address (this helps you reach seasonal folks)
- Other fields your data could potentially include are deeded acres, township, plat/lot/block, legal description, lake or river name, school district, homestead or not, improved or unimproved, estimated land value, estimated building value, estimated market value, and DNR lake classification which indicates whether the DNR considers the lake to be a natural environment lake, a recreational lake, or general development lake.

#### **3) Utilize Microsoft Excel and potentially MS Word to prepare your mailing**

*Note: Find this and other helpful information on <http://www.hubbardcolamn.org/other-resources.html>*