



# First District Association of Local Governments

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Phone: (605) 882-5115 Fax: (605) 882-5049  
Serving counties and communities for over 52 years

## LETTER OF AGREEMENT

First District Association  
of Local Governments  
PO Box 1207  
Watertown, SD 57201

Kingsbury County  
PO Box 232  
De Smet, SD 57231

Referred to as District

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The COUNTY hereby enters into an agreement with the District

- I. The District
  - a. This agreement shall commence on or about January 1, 2026, and end on December 31, 2026.
  - b. The District agrees to perform work activities as described in "First District Association of Local Governments Proposed Scope of Work for County GIS 911 Data Maintenance."
- II. The County
  - a. The County will make payment of four thousand dollars (\$4,000) for work activities identified in the proposed scope of work.
  - b. Total agreement amount (not to exceed) four thousand dollars (\$4,000)

12/31/2025

District Signature

Date

County Signature

Date

# **First District Association of Local Governments (District)**

## **Scope of Work For**

### **County GIS 911 Data Maintenance**

Work Activities for County:

- **Update of Address Point Layer**

The District will obtain location and address information from the County regarding any new structures constructed in the County and add point location and relevant information to the existing address point data. The location information can include subdivision drawings, CAD files, printed maps, or other sources.
- **Update of Road Centerline Data**

The District will receive updates from the County regarding new or changed roads and make the appropriate changes to the road centerline GIS layer. Should additional roads need to be added First District will utilize GPS or digitize them from aerial photography. Additional data regarding new or updated roads may be requested from the County or the City Planning/Engineer's office. First District will also assign the appropriate name, address ranges, and emergency zone information, and merge this new data into the existing road dataset.
- **Update of ESZ, Cellular Phone Tower, and Responder Data**

First District will receive information from the County regarding changes, additions or modifications to County's cellular phone towers, responder facilities (fire stations, law enforcement buildings, ambulance garages,) or the Emergency Service Zone (ESZ) layer and update these datasets.
- **MSAG Update**

The District will make necessary updates to the GIS data and generate MSAG change spreadsheets, which will be provided back to the County for Intrado/Qwest notification purposes.
- **Address Assignment**

For county and community addressing, the addressing official would provide location information for the new construction, preferably latitude and longitude coordinates, or a detailed description of the location (for example, 1550 feet from the east intersection of 451<sup>st</sup> Ave and US Highway 212.) First District would locate the area on the map and use ArcGIS's Address Inspector to assign the correct address and emergency service zone. A labeled photo of the area would be sent back to the 911 official for verification. They would in turn inspect the photo, provide feedback if necessary, and then make the official address assignment.

New developments will be addressed by providing First District a plat map (digital copy is always preferred) of the new streets and plats of the area. First District would then digitize the plats, define address ranges for the new streets, and assign addresses to each of the lots. A map of the new development with addresses for each lot will be provided back to the addressing official.