

# Create Lake Mailing Lists

## Part 1: Get the Mailing Address Excel List



### STEP 1 – Itasca County Parcel Info Website

Go to: <https://parcelinfo.com/parcels/>

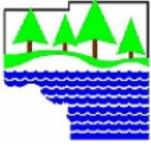
### STEP 2 – Find your Lake ID #

1. You need to know your 8-digit Lake ID number (ex: 31033900)
  - o Go to <https://www.dnr.state.mn.us/lakefind/index.html> and search your lake name
  - o Or Google “MN DNR Lake Finder”, which will bring you to the same website above.

Lake Name	Lake ID	Owner Name	County
<a href="#">Pickerel</a>	31003300	Cooley	Itasca
<a href="#">Pickerel</a>	31075200	Suomi	Itasca
<a href="#">Pickerel</a>	31033900	Effie	Itasca
<a href="#">Unnamed</a>	31012800	Stevenson	Itasca
<a href="#">Dam Five</a>	38005300	Isabella	Lake
<a href="#">Pickerel</a>	38074100	Ely	Lake
<a href="#">Two Deer</a>	38067100	Isabella	Lake
<a href="#">Pickerel</a>	56035100	Dent	Otter Tail

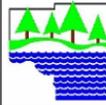
### STEP 3 – Back to the Parcel Website, Choose your Lake

1. Click the dropdown list under the “Choose the Lake you want to search” box.
2. If there are multiple lakes with the same name, use the Lake ID # from *Step 2* (above) to choose the correct lake.
3. Once you’ve chosen your lake, click “Get Results”

 <p><b>Itasca County Parcel Information System</b>  <a href="#">Itasca County's Web Site</a></p>	<p>Wed, Feb 25, 2026          Parcel Info Data Date: February 21, 2026          CRV Info Data Date: February 21, 2026          Payment Detail Data Date: February 21, 2026</p>
<p align="center"> <a href="#">Parcel Information</a>                <a href="#">CRV Information</a>                <a href="#">Lake Finder</a>                <a href="#">FAQ</a>                <a href="#">Request Info</a> </p>	
<h2 align="center">Parcel Information Search Tools</h2> <p align="center">For ITASCA County</p>	
<p>Search for parcels by entering your criteria in one of the appropriate search parameters and click its submit button. Note: You can only search by one parameter at a time with this tool.</p>	
<p>Enter the <b>Last Name of the Owner</b> you want to search for (please enter at least 3 characters):</p> <input type="text"/> <input type="button" value="Get Results"/>	<p><a href="#">Click Here for Tips on Owner Search</a></p>
<p>Enter the <b>PARCEL ID #</b> that you want search for. NOTE that the format of the number is 00-000-0000:</p> <input type="text"/> <input type="button" value="Get Results"/>	<p><a href="#">Click Here for Tips on Parcel Number Search</a></p>
<p>Choose the <b>Lake</b> that you want to search:</p> <p>PICKEREL (31033900) <input checked="" type="checkbox"/> We found 786 options</p> <input type="button" value="Get Results"/>	<p><b>Not Sure Which Lake</b>  <a href="#">Click here to get lake information.</a> (Opens in New Window)</p>
<p>Choose the <b>Plat</b> that you want to search:</p> <input type="text"/> <input type="button" value="Get Results"/>	
<p>Enter the <b>Section, Township and Range #</b> that you want search for.</p>	

## STEP 4 – Download the Parcel Data

1. Click **Download This Data**. Save this file to your computer.
2. Suggestion: Save/rename the file- example: **Pickerel Address List**



**Itasca County Parcel Information System**  
Itasca County's Web Site

Wed, Feb 25, 2026  
Parcel Info Data Date: February 21, 2026  
CRV Info Data Date: February 21, 2026  
Payment Detail Data Date: February 21, 2026

[Parcel Information](#)   [CRV Information](#)   [Lake Finder](#)   [FAQ](#)   [Request Info](#)

You searched for: lakenumber = 31033900  
Your search yielded 58 records.

If you would like to work with this data in your spreadsheet program, just click the "Download" button in the upper right hand corner of the table. The data will be presented in a Comma Separated Value ("csv") format, which can be imported by any spreadsheet program.

Download This Data

Click on a highlighted column heading to sort your results by that column.  
Click a row to highlight it, double click to unhighlight it.

Parcel ID	Tax Class	Owner's Name	Address 1	Address 2	Address 3	Acres	Land	Building	Total
10-225-1202	Rural Vacant Land	POWELL, JEFF	66789 N PICKEREL RD	EFFIE MN 56639		0.41	13.700	0	13.700
10-225-1203	Rural Vacant Land	POWELL, JEFF	66789 N PICKEREL RD	EFFIE MN 56639		1.14	43.100	0	43.100
10-225-1204	Non-Homestead Qualifying Single Res Unit	POWELL, JEFF	66789 N PICKEREL RD	EFFIE MN 56639		1.25	61.200	290.200	351.400
10-225-1205	Rural Vacant Land	RYLANDER, CARL V & LESLEY A	TRUSTEES	3385 DISCOVERY RD APT 200	EAGAN MN 55121-3308	12.21	74.300	0	74.300
10-225-1305	Rural Vacant Land	VORLAND, GALEN & SHEILA	66633 N PICKEREL RD	EFFIE MN 56639		0.29	8.900	0	8.900
10-225-1306	Rural Vacant Land	VORLAND, GALEN & SHEILA	66633 N PICKEREL RD	EFFIE MN 56639		0.78	22.600	0	22.600
10-225-1307	Residential 1 unit	VORLAND, GALEN & SHEILA	66633 N PICKEREL RD	EFFIE MN 56639		2.6	101.400	309.200	410.600
10-225-2100	Non-Comm Seasonal Residential Recreational	GREER, JEFFERY W & KELLY D	9200 CEDAR FOREST RD	EDEN PRAIRIE MN 55347		24.41	89.900	16.500	106.400
10-225-2100	Rural Vacant Land	GREER, JEFFERY W & KELLY D	9200 CEDAR FOREST RD	EDEN PRAIRIE MN 55347		24.41	62.400	0	62.400
10-225-2300	Homesteaded Resort	DUNLAP, JAMES M TRUSTEE	5780 MEADOWVIEW DR	WHITE BEAR TWP MN 55110		17.4	320.600	10.000	330.600
10-225-3101	Residential 1 unit	KOESTER, JOHN G	66617 N PICKEREL RD	EFFIE MN 56639-6111		0.25	61.300	0	61.300
10-225-3102	Residential 1.2 units Previously SPD	BOTZET, CHARLES E	66609 N PICKEREL RD	EFFIE MN 56639		0.3	63.800	63.700	128.500

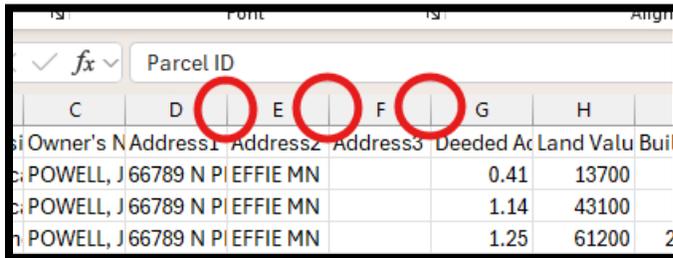
Sort
View
...

<input type="checkbox"/> Name	Date modified	Type	Size
<div style="font-size: x-small;"> <span>Today</span> </div>			
<input checked="" type="checkbox"/> Pickerel Address List	2/25/2026 8:54 AM	Microsoft Excel C...	9 KB
<input type="checkbox"/> parceldata (8)	2/25/2026 8:23 AM	Microsoft Excel C...	9 KB
<div style="font-size: x-small;"> <span>Yesterday</span> </div>			
<input type="checkbox"/> 2026-2027 IWM Lakes (1)	2/24/2026 1:06 PM	PNG File	4,828 KB
<input type="checkbox"/> UMGR IWM Stream Sites	2/24/2026 1:01 PM	PNG File	1,541 KB
<input type="checkbox"/> 2026-2027 IWM Lakes	2/24/2026 9:40 AM	PNG File	4,826 KB
<div style="font-size: x-small;"> <span>Last week</span> </div>			

## STEP 5 – Excel List Cleanup

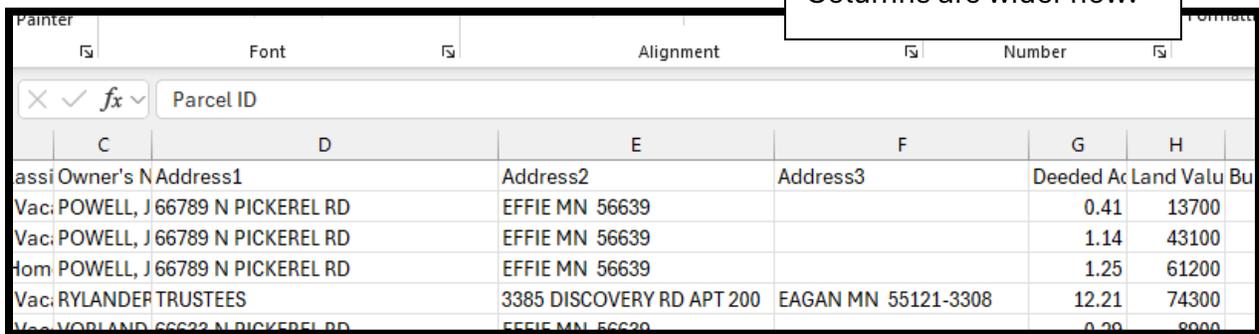
The downloaded data usually isn't perfect for creating labels, so a little organizing is needed. This isn't difficult, but can be a bit tedious...

1. To make it easier to see the data, make the excel columns wider, mainly the three address columns- **Double click the lines between the top column cells.**



Parcel ID	C	D	E	F	G	H
asi Owner's N	Address1	Address2	Address3	Deeded Ac	Land Valu	Bu
Vac:	POWELL, J 66789 N P	EFFIE MN			0.41	13700
Vac:	POWELL, J 66789 N P	EFFIE MN			1.14	43100
h	POWELL, J 66789 N P	EFFIE MN			1.25	61200

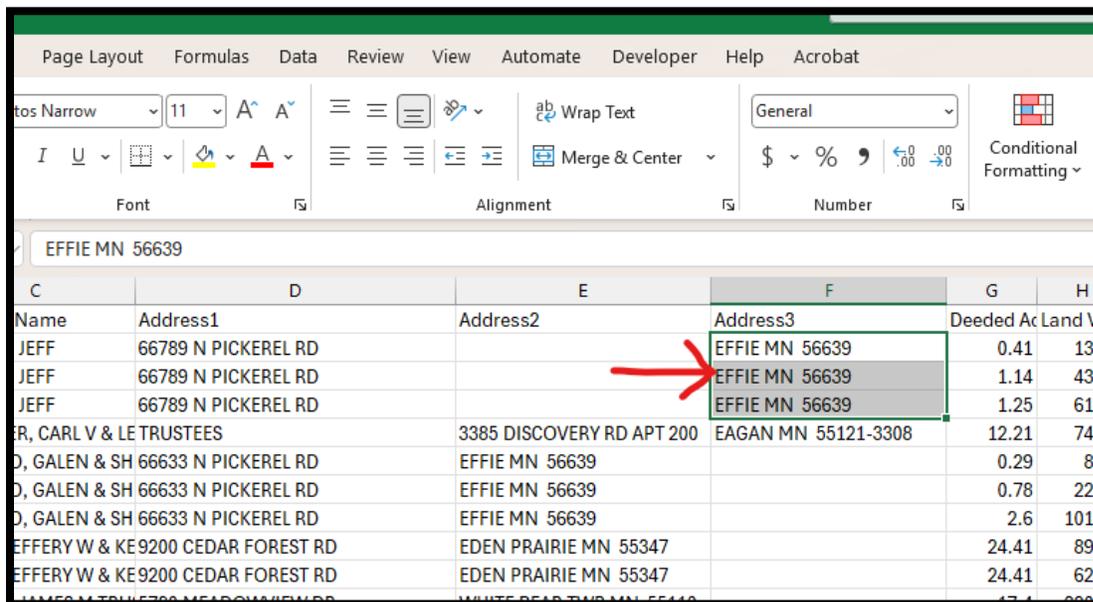
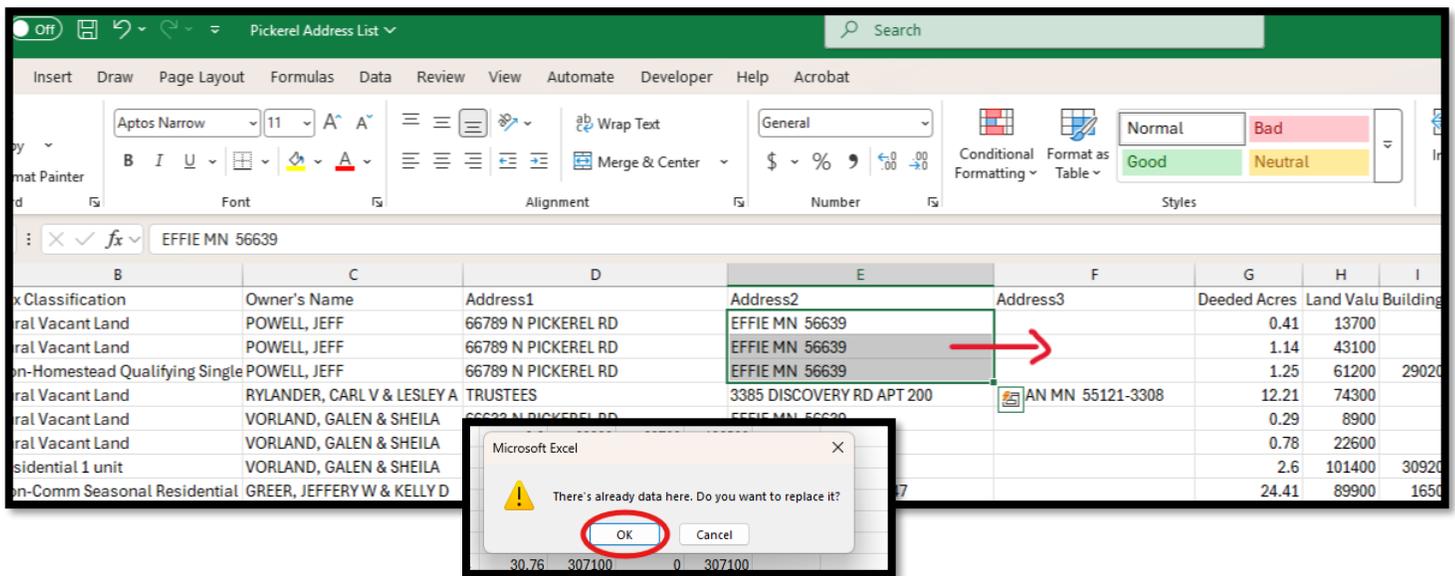
Columns are wider now!



Parcel ID	C	D	E	F	G	H
asi Owner's N	Address1	Address2	Address3	Deeded Ac	Land Valu	Bu
Vac:	POWELL, J 66789 N PICKEREL RD	EFFIE MN 56639			0.41	13700
Vac:	POWELL, J 66789 N PICKEREL RD	EFFIE MN 56639			1.14	43100
Hom:	POWELL, J 66789 N PICKEREL RD	EFFIE MN 56639			1.25	61200
Vac:	RYLANDER TRUSTEES	3385 DISCOVERY RD APT 200	EAGAN MN 55121-3308		12.21	74300
Vac:	MORLAND 66622 N PICKEREL RD	EFFIE MN 56639			0.20	8000

2. Move **City, State, and Zip** cells from Adress2 to Address3 column. Highlight the cells you want to move, then drag those cells to the next column. *Don't drag the cells that have the number and road name, they're fine remaining here.*

- **\*\*If a “There’s already data here” warning box pops up when you move the cells, click “OK”. It may give this warning for all of the moves in this step.**
- **Continue moving all **City, State, and Zip** cells in the Adress2 column to the Adress3 column.**



3. In a similar process, move all **Number and Street** cells from Address1 to Address2.
  - Continue this for the entire list.

	C	D	E	F	G	H
ssi	Owner's N	Address1	Address2	Address3	Deeded Ac	Land Va
ac:	POWELL, J	66789 N PICKEREL RD		EFFIE MN 56639	0.41	137
ac:	POWELL, J	66789 N PICKEREL RD		EFFIE MN 56639	1.14	431
om:	POWELL, J	66789 N PICKEREL RD		EFFIE MN 56639	1.25	612
ac:	RYLANDER TRUSTEES		3385 DISCOVERY RD APT 200	EAGAN MN 55121-3308	12.21	743
ac:	VORLAND,	66633 N PICKEREL RD		EFFIE MN 56639	0.29	89
ac:	VORLAND,	66633 N PICKEREL RD		EFFIE MN 56639	0.78	226
ntie:	VORLAND,	66633 N PICKEREL RD		EFFIE MN 56639	2.6	1014

	C	D	E	F	G	H
s Name		Address1	Address2	Address3	Deeded Ac	Land V
L, JEFF			66789 N PICKEREL RD	EFFIE MN 56639	0.41	137
L, JEFF			66789 N PICKEREL RD	EFFIE MN 56639	1.14	431
L, JEFF			66789 N PICKEREL RD	EFFIE MN 56639	1.25	612
DER, CARL V & LE TRUSTEES			3385 DISCOVERY RD APT 200	EAGAN MN 55121-3308	12.21	743
ND, GALEN & SH		66633 N PICKEREL RD		EFFIE MN 56639	0.29	89
ND, GALEN & SH		66633 N PICKEREL RD		EFFIE MN 56639	0.78	226
ND, GALEN & SH		66633 N PICKEREL RD		EFFIE MN 56639	2.6	1014

4. You should end up with a list that has Owner's Name in column C, additional names/Trustees in column D, number and street name (or PO Box) in column E, and city/state/zip in column F.
  - This is a good time to delete the *entire row* for duplicate names and public owners (like State of MN, Federal, County/Tax Forfeit, etc...)

B	C	D	E	F	G	H
x Classi	Owner's Name	Address1	Address2	Address3	Deeded Ac	Land V
ral Vac:	POWELL, JEFF		66789 N PICKEREL RD	EFFIE MN 56639	0.41	13
ral Vac:	POWELL, JEFF		66789 N PICKEREL RD	EFFIE MN 56639	1.14	43
on-Hom:	POWELL, JEFF		66789 N PICKEREL RD	EFFIE MN 56639	1.25	61
ral Vac:	RYLANDER, CARL V & LESLEY A	TRUSTEES	3385 DISCOVERY RD APT 200	EAGAN MN 55121-3308	12.21	74
ral Vac:	VORLAND, GALEN & SHEILA		66633 N PICKEREL RD	EFFIE MN 56639	0.29	8
ral Vac:	VORLAND, GALEN & SHEILA		66633 N PICKEREL RD	EFFIE MN 56639	0.78	22
sidentie:	VORLAND, GALEN & SHEILA		66633 N PICKEREL RD	EFFIE MN 56639	2.6	101
on-Comi:	GREER, JEFFERY W & KELLY D		9200 CEDAR FOREST RD	EDEN PRAIRIE MN 55347	24.41	89
ral Vac:	GREER, JEFFERY W & KELLY D		9200 CEDAR FOREST RD	EDEN PRAIRIE MN 55347	24.41	62
mestea:	DUNLAP, JAMES M TRUSTEE		5780 MEADOWVIEW DR	WHITE BEAR TWP MN 55111	17.4	320
sidentie:	KOESTER, JOHN G		66617 N PICKEREL RD	EFFIE MN 56639-6111	0.25	61
sidentie:	BOTZET, CHARLES F		66609 N PICKEREL RD	EFFIE MN 56639	0.3	63
sidentie:	BLACKMER, LARRY L		66603 N PICKEREL RD	EFFIE MN 56639-6111	6.37	191
sidentie:	HENDERSON, PAUL & CYNTHIA		PO BOX 789	COKATO MN 55321	5.71	177
on-Comi:	BAUMAN, JAMES E & MARY A		367 E MINNESOTA ST	LE CENTER MN 56057	15.07	166
ral Vac:	B2 FOCUS LLC		9608 E ROCKCREST LN	SPOKANE WA 99206	6.57	51
ral Vac:	JENSEN, ALVIN		66017 CO RD 533	EFFIE MN 56639	4.3	94
x Forfeit:	STATE OF MINNESOTA	DNR REAL ESTATE MGT	1201 E HWY 2	GRAND RAPIDS MN 55744	30.76	307
ate Adm:	STATE OF MINNESOTA	MN DNR DIV OF LANDS & MINERALS	500 LAFAYETTE RD BOX 45	ST PAUL MN 55155	35.87	358
on-Comi:	PAULSON, STEVEN & SHANDA		65062 COUNTY RD 533	EFFIE MN 56639	5.3	146
on-Comi:	FREDEEN, KENT M & LAUREL E TRUSTEES		6369 BAICH RD	CHISHOLM MN 55719	3.07	105
on-Comi:	KNAFFLA, CLEEANNE & PAULAND		8086 TOWNLINE RD	EVELETH MN 55734	4.54	167
on-Comi:	ENGELSMEIER, AUSTIN J & JESSICA L		17232 90TH ST	BROWNTON MN 55312	6.64	125
on-Comi:	JENSEN, GARY D ETAL		1681 150TH ST	DRAYTON ND 58225	3.85	97
sidentie:	BARTOLUS, STEPHEN L		24254 PICKEREL LK POI RD	EFFIE MN 56639	3.06	105
x Forfeit:	TAX FORFEIT				2.35	42
on-Comi:	PETERSON, TIMOTHY C		38214 72ND AVE	SARTELL MN 56377	0.33	10

### STEP 6 – Re-save the Document!

1. Don't forget to save the document with your new edits! You may want to re-name this file to "Master Pickerel List- Do Not Delete" or similar.
2. You can now close this document. It will need to be closed

### That's it for the Excel list!

Now to Microsoft Word for Mail Merge!

## Create Lake Mailing Lists

### Part 2: Using Microsoft Word “Mail Merge”:

#### Step-by-Step Mail Merge in Word

##### STEP 1 – Open Word

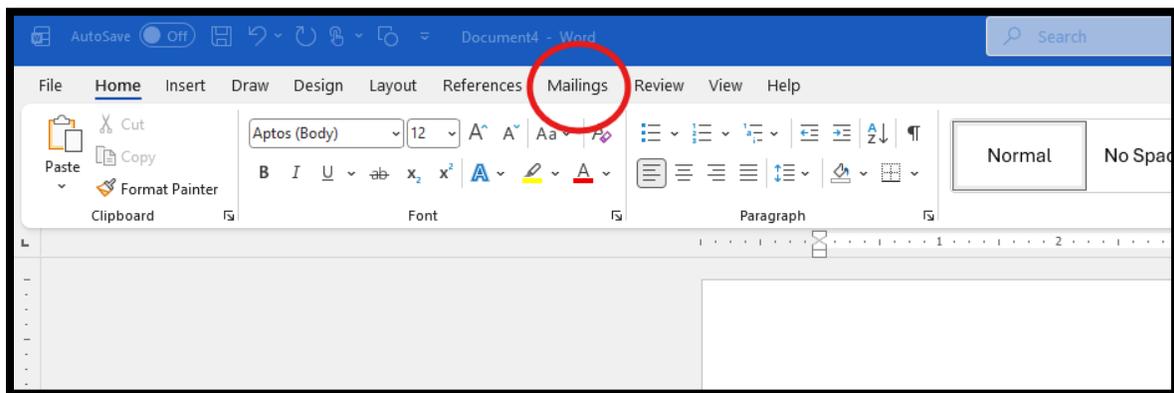
Open **Microsoft Word**.

- Start a **new blank document**

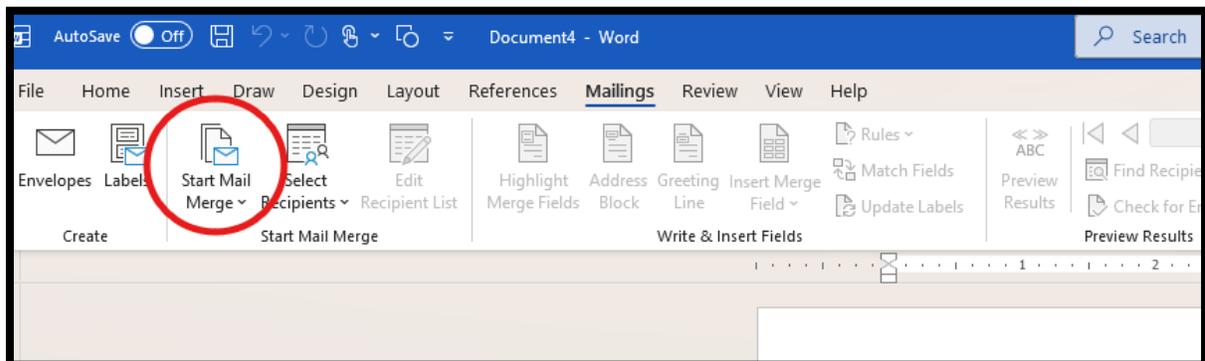
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##### STEP 2 – Start Mail Merge

2. Click the **Mailings** tab at the top.

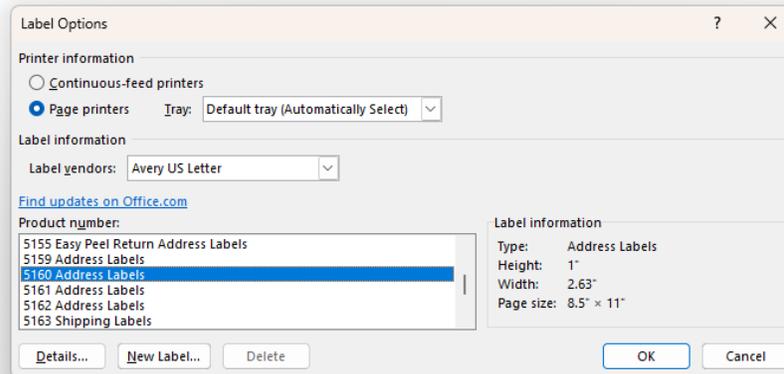


3. Click **Start Mail Merge**



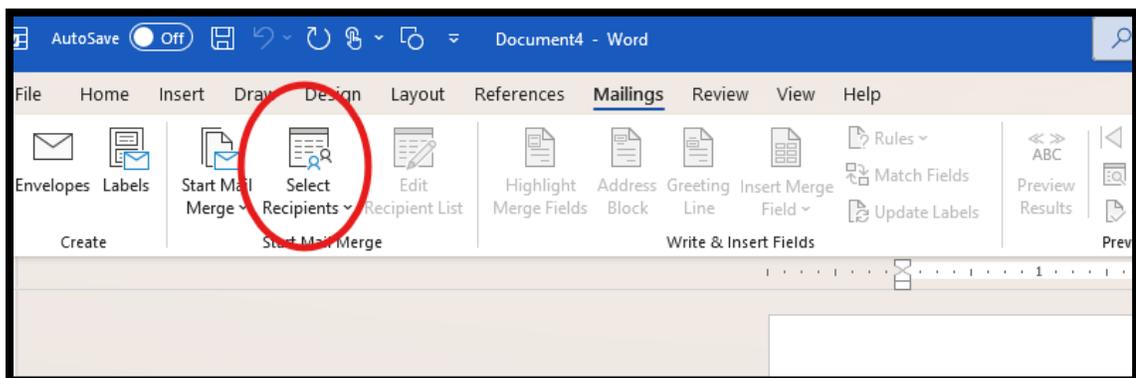
4. Choose:

- Labels (shown here) or Letters (an option, but not specifically explained here)
- Your package of labels should have a product number printed on them. You should be able to find the same product number listed in the **Label Options**.



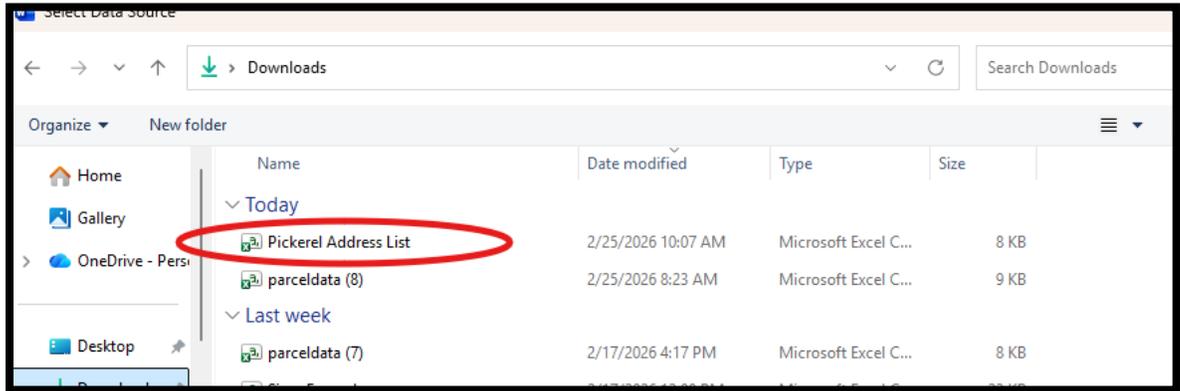
### STEP 3 – Select Your Excel List

4. Click **Select Recipients**



5. Choose **Use an Existing List**

6. Find and select the Excel file you just created



7. Click **Open**

8. If prompted, choose the correct worksheet (usually Sheet1)

9. Make sure **“First row of data contains column headers”** is checked (if prompted)

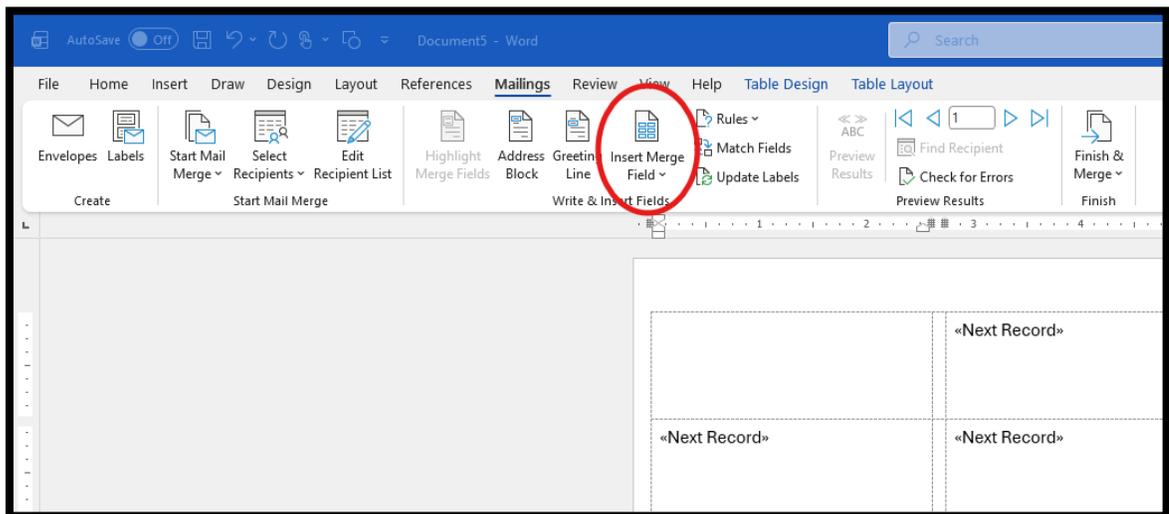
10. Click **OK**

#### STEP 4 – Insert Merge Fields Into Your Letter

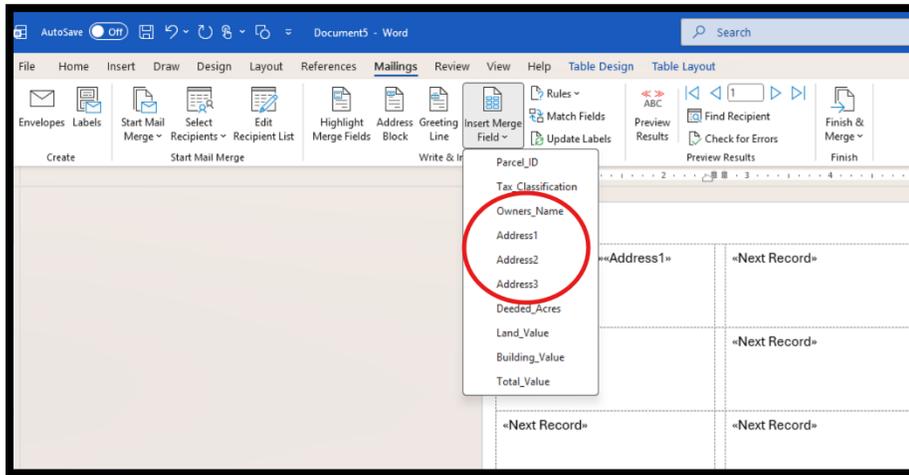
Here, you tell Word where to pull in the contact info.

Click where you want a field inserted (usually the top left box), then:

1. Click **Insert Merge Field**



- Under the **Insert Merge Field** drop down, choose the field/cell names (FirstName, Address, etc.). This is how it will print out.



- Click into the document (only the *top left box* if using labels). Based on the Excel sheet you just edited, you'll likely use this layout:

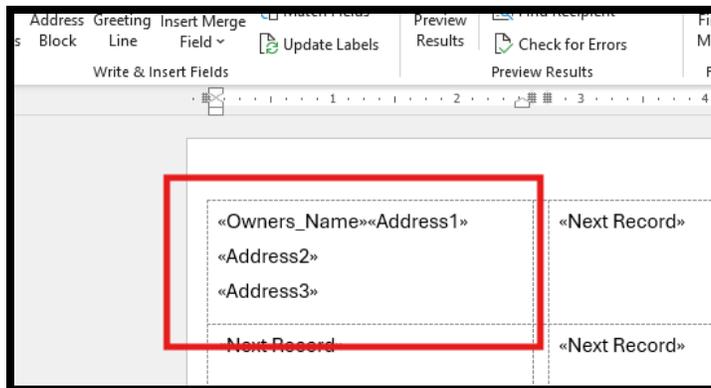
**Top line:** «Owners\_Name»«Address1»

Then click “enter” to create the next field data line

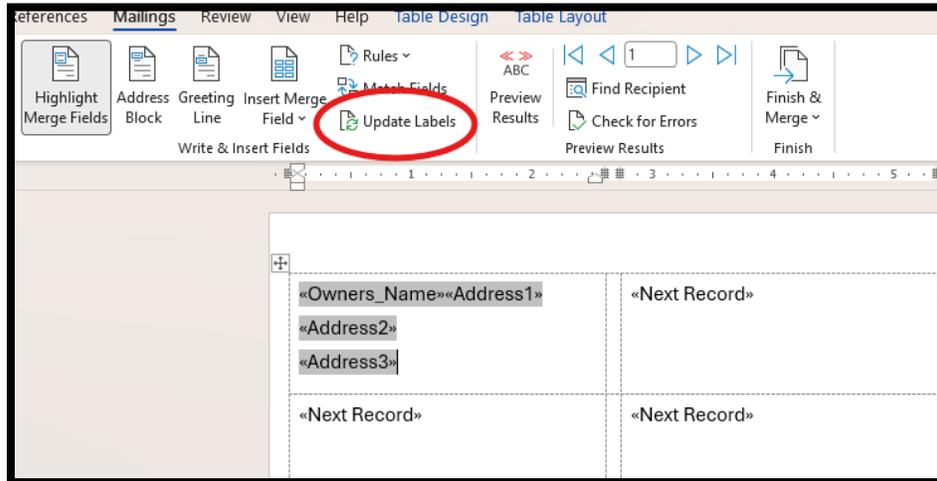
**Middle line:** «Address2»

Then click “enter” to create the next field data line

**Bottom Line:** «Address3»

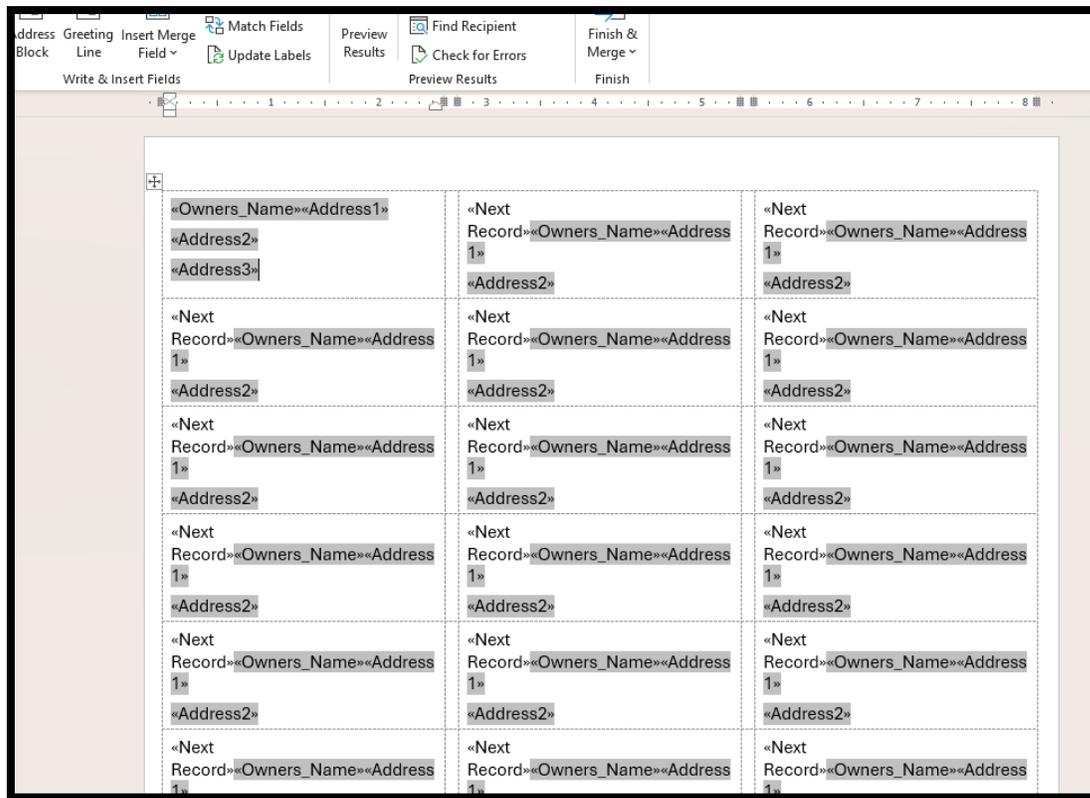


- When your box looks like the above, select **“Update Labels”**. This will auto fill the rest of the addresses.



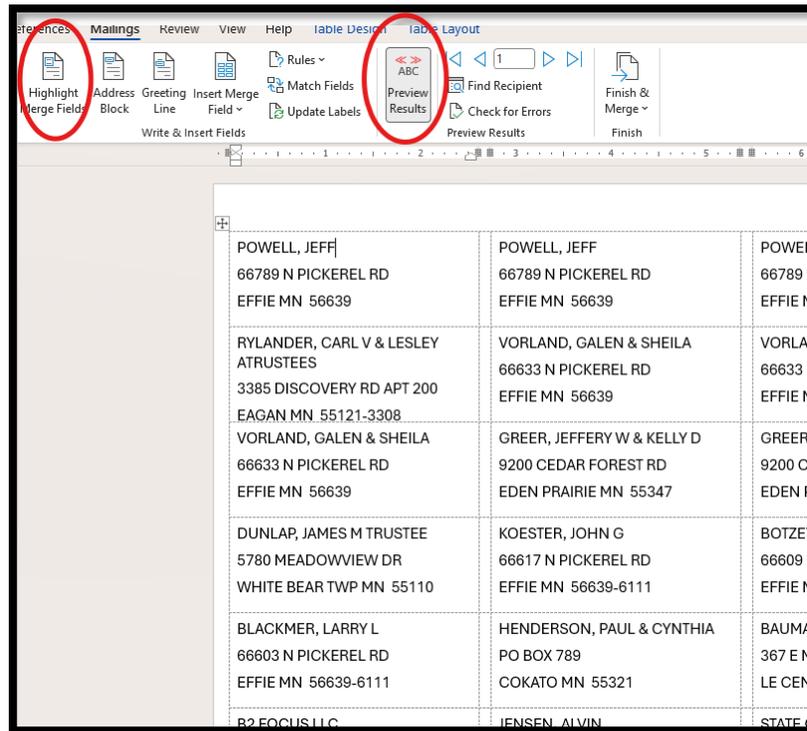
- The document will then look like this:

- Note, it may look messy. That’s okay.



## STEP 5 – Preview Your Letters

- Unselect **Highlight Merge Fields** (if you're document fields are highlighted). Then select **Preview Results** to preview your list.



- Use the arrows to flip through recipients
- Make sure everything looks correct

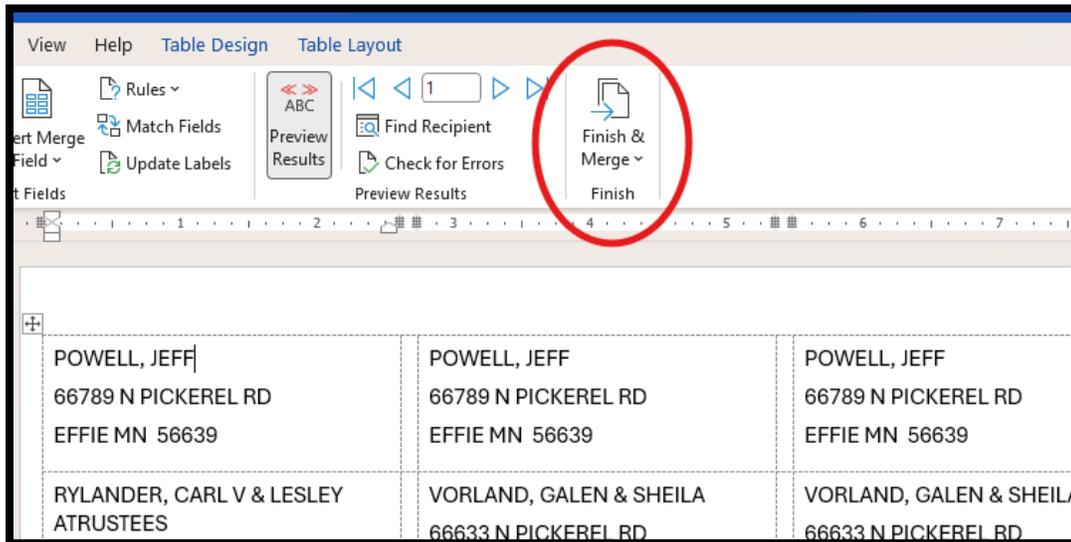
If something looks wrong, go back and adjust spacing or fields.

\*If there are multiple errors, you may want to go back to your Excel document and edit there first, then go through the Mail Merge steps again in Word. It's a few extra steps but might save *a lot* of time trying to edit multiple items in the Mail Merge document.

## STEP 6 – Finish the Merge

When you're ready:

### 3. Click **Finish & Merge**



### 4. Choose one:

- **Edit Individual Document** to change individual items (or just select the lines that need editing)
- **Print Documents:** Place your labels or envelopes in the printer- trial run on regular paper is recommended!

## That's it!

Congratulations!! You should now have a mostly complete mailing list to send to the property owners around your lake!!

**A Final Note:**

There are many ways to get to this end result, and there are lots of “tricks” to make it look cleaner and some pro moves to use Mail Merge with text documents. This guide is intended to get most Lake Associations 95% of a working mailing list with relatively minimal effort following these steps.

Also, the info for the list is based on the County tax data and only has the names and mailing addresses of the primary owner(s), their mailing address may be different than their lake address. You can manually add additional names and addresses to the Excel list you created during this process- especially helpful if you have multiple paying family members in the same cabin/parcel.

If you run into any issues creating a list like this, or have questions about other ways to contact property owners, give us a call!

**Matt Gutzmann**  
**Water Resources Specialist**  
**Itasca SWCD**  
**218-999-4435**