
The Mandan Board of Equalization met in regular session at 7:22 p.m. on April 16, 2019 in the Ed “Bosh” Froehlich Room at City Hall. Present were Mayor Helbling and Commissioners Braun, Rohr, Larson and Davis. Also present were City Administrator Neubauer and City Assessor Kimberly Markley.

Mayor Helbling called the meeting to order and invited Assessor Markley to come forward to present the 2019 Board of Equalization Report.

Assessor Markley announced that this is the 2019 Annual Assessment Report of the City Assessing Department and is a summary of the 2019 assessment roll. It will summarize what has happened in terms of real estate and appraisal activity of the Assessing Department for the period of January 1 through December 31, 2018. The market value of taxable real property, property transfers, sales, new construction, expired exemptions and annexations are all combined to estimate a real property value tax base to which the 2019 consolidated mill levy (not yet determined) will be applied.

Procedures of assessment and appraisal are conducted under guidance from the North Dakota Tax Commissioner’s Office, the North Dakota Century Code and nationally recognized standards of mass appraisal of real property. North Dakota law requires assessors to value or appraise property at true and full value as of February 1st of each year. Any changes in value that the local, county or state Boards of Equalization may make will be reflected in the final assessment. The City Assessing Department uses the cost approach in the mass appraisal for estimating values. The valuation software also provides depreciation tables and replacement cost values. In addition, the software allows a way to integrate the sales comparison approach to value. The City Assessing Office is continually comparing assessments of properties with actual market sales from the same neighborhoods or similar neighborhoods. All sales information collected by the City Assessing Department is analyzed throughout the year.

The City of Mandan has a total parcel count of 8,840 consisting of:

Residential = 6,582

Commercial = 779

Vacant Lots = 939

Exempt Parcels = 537

Ag Land = 3

In 2018 the City Assessing staff started reviewing zones 7 & 8. The plan in 2019 is to complete zones 7 & 8 and will start reviewing zone 9.

The 2019 assessment roll total market value is \$2,107,692,150. This is an increase from the 2018 assessment roll total of \$74,353,050 or 3.7%. Of this increase the new construction contributed \$41,746,500 consisting of: Residential \$30,995,600 and Commercial \$10,750,900.

RESIDENTIAL INCREASES

- 275 sales that took place in 2018 were used for determining the 2019 assessment year. There was no market increase for 2019.

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- Residential increased \$41,824,500 or 3% overall (new construction, remodel, exemption expired, zone review)

COMMERCIAL INCREASES

A total of 38 sales were used in the study that took place for the 2019 assessment year and they included 2017 and 2018 commercial sales. Commercial increased \$32,528,550 or 5.1% overall. (These are overall totals and do not reflect any decreases for example; annexations, taxable to exempt).

Notices of Increase

The Assessing Office sent out 439 notices of increase this year (down from the previous year's 890 notices) consisting of:

New construction = 175

Lots-new plats filed = 122

Exemptions removed or reduced = 20

2 year new construction expired = 67

Remodeling & other adjustments = 55

Non-Discretionary Exemptions (Required by law NDCC 28-22-02 & 40-01-07)

- Public Hospitals
- Cemeteries
- Nursing Homes
- Non-Profit Organizations
- Public Schools
- City/County/State owned property (If properties are leased they are taxed)
- Blind Exemption
- Wheel Chair Exemption
- Churches
- Non Profit/Clubs

Discretionary Exemptions (These are at the discretion of the local governing body/presented before the commission/offered to the public NDCC 57-02)

- 2 Year New Construction = 162
 - 2018 & 2019 = 64
 - 2019 & 2020 = 98
- 1 Year New Construction = 3
- Renaissance Zone/TIF = 13
- New Business Exemption = 4
- Residential Remodel Exemption = 1
- Commercial Remodel Exemption = 1
- Payments in Lieu of Taxes = 1
- Total = 185

Property Class values are distributed amongst:

Residential = 74.49%

Commercial and Vacant Lots = 19.41%

Exempt = 6.07%

Ag Land = 0.03%

Percentage Allocation by Exemption Type (Exemptions requiring applications)

Non-Discretionary = 3.3% of total assessed value

- Blind Exemption
- Wheelchair Exemption
- Non-Profits/Clubs

Discretionary = 1.5% of total assessed value

- 2 Year New Home Exemption (\$75k)
- Renaissance/TIF
- New Business Exemption
- Payments in lieu of Taxes Exemption
- Commercial/Residential Remodel Exempt
- 1 year New Home Exemption (75k)

Credits Offered – Reimbursed by the State:

1. Homestead Property Tax Credit

The Homestead Property tax credit is a North Dakota property tax credit that reduces the property taxes of eligible individuals. Eligibility requirements:

Individuals who are 65 years of age or older, or individuals who are permanently and totally disabled and if your income is \$42,000 or less per year. As of March 27, 2019 there were 306 participants.

2. Disabled Veterans Property Tax Credit

Enacted in 2009 by the North Dakota State Legislature, the disabled veteran's credit is a property tax credit that is available to veterans of the United States armed forces with a disability of 50% or greater. As of March 27, 2019 there were 133 participants.

Assessor Markley announced that if any property owner has a question regarding the value of their property, they are to provide the Assessor's Office with a recent appraisal, realtor's market analysis, or current sales to provide written evidence to support their opinion of market value for their property if it differs from the City Assessing Department.

Assessor Markley announced that if any property owner has a question regarding the value of their property they are to sign up on the sign-up sheet being circulated and they are to include their name and phone number. Individuals will be contacted within the next few weeks to review their property, and make adjustments if necessary. If adjustments are warranted the Assessing Office will submit the changes to the Morton County Board of Equalization at the June 10, 2019 meeting 6:00 p.m.

For information, please contact the City Assessing Department at 701-667-3232 / www.cityofmandan.com.

Kimberly Markley, City Assessor
Lila Teigen, Appraiser III
George Railsback, Appraiser II
Mary Himmelspach, Administrative Assistant Data Collector

Commissioner Davis stated that requests for assessments are handled as outlined and it is a good and fair process.

Mayor Helbling opened the meeting to the public and invited anyone to come forward to ask questions or provide comments. A second announcement was made to come forward. Hearing none, this portion of the meeting was closed.

Mayor Helbling reported that a Mandan resident, Chris Eslinger sent an email regarding this matter and he requested Assessor Markley to contact Mr. Eslinger to follow up. Assessor Markley will follow up on Mr. Eslinger's request.

The City Assessing Department respectfully recommended that the assessment roll be approved as submitted. Should anyone appear before the Board to protest an assessment in the 2019 report, the City Assessing Department will follow the appeal process through county board of equalization and abatement process pursuant to the state law.

Commissioner Rohr moved to accept the Assessment Roll as submitted by the City Assessor's Office as presented. Commissioner Braun seconded the motion. Roll call vote: Commissioner Braun: Yes; Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Mayor Helbling: Yes. The motion passed.

There being no further action to come before the Board, Commissioner Braun moved to adjourn the City Board of Equalization meeting. Commissioner Larson seconded the motion. The motion received unanimous approval of the members present. The meeting adjourned at 7:33 p.m.

/s/ Kim Markley
Kimberly Markley
City Assessor

/s/ Tim Helbling
Tim Helbling, President
Mayor, Mandan Board of Equalization