

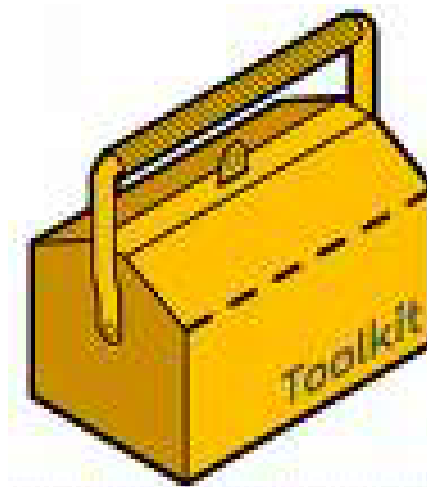


MINNESOTA ASSOCIATION of ASSESSING OFFICERS

Supporting Quality Assessments Since 1949



Resource Toolkit For Assessors



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Congratulations from your MAAO President

On behalf of the Minnesota Association of Assessing Officers (MAAO) I would like to congratulate on your new position. One of the goals of our organization is to promote education and professionalism to all Minnesota assessors. To assist you in your new position I would like to present you with the “*Resource Toolkit for Assessors*”. This packet of information will provide you with resource information as you face challenges with your new position.

MAAO is an organization that is successful because of the involvement and volunteerism of its members. We invite you to participate in all levels of our organization by attending monthly Region meetings, attending our workshops, seminars and courses and becoming a committee member on one of our various committees. Also check our web site for new information often. www.mnmaao.org.

Again congratulation and best of luck with your new position. If any MAAO member or I can assist you in any way we encourage you to contact us.

Stephen Hacken, SAMA
MAAO President

Resource Toolkit for Assessors

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Section 1

MAAO Information, Leadership & Committees

Minnesota Association of Assessing Officers (MAAO)
Strategic Plan
(Adopted August 26, 2008)

MAAO Mission Statement

The mission of the Minnesota Association of Assessing Officers (MAAO) is to provide education and information to promote excellence in property appraisal and assessment administration through professional development with the highest ethical standards.

MAAO Vision Statement

MAAO will be the statewide recognized leader and source for education and information for mass appraisal and property tax administration and promote high ethical standards.

Goal #1 **Ensure that the organization continually recognizes the needs of its members and other stakeholders in property tax administration.**

- Strategy #1 Establish feedback mechanisms from the membership.
- Strategy #2 Involve members from throughout the state at all levels of the association.
- Strategy #3 Recognize the accomplishments and contributions of the membership.

Goal #2 **To be the statewide leader of providing assessment education and professional development programs for assessors.**

- Strategy #1 Improve and expand our education programs at all levels.
- Strategy #2 Maintain reasonable costs for programs.
- Strategy #3 Continue a strong connection with the International Association of Assessing Officers.
- Strategy #4 Promote the professional development of all members.

Goal #3 **To be the statewide recognized source for assessment information to assure the fair administration of the property tax system.**

- Strategy #1 Maintain working relationships with the Department of Revenue staff, the Minnesota Board of Assessors, the Minnesota Legislature and its staff, appraisal and tax administration organizations, government agencies and other stakeholders.
- Strategy #2 Develop and maintain a membership resource center.
- Strategy #3 Disseminate information via “Equal Eyes” and the MAAO website.

Goal #4 **Promote and instill the highest ethical and professional standards in our members.**

- Strategy #1 Promote awareness of ethical standards and practices adopted by the Minnesota Board of Assessors and the International Association of Assessing Officers.
- Strategy #2 Provide continuing education and training related to ethical standards and practice.

Goal #5 **Increase association membership and involvement while managing an active association.**

- Strategy #1 Increase membership and member retention through increased benefits and actively responding to member’s needs.
- Strategy #2 Achieve fiscal responsibility by maintaining reasonable membership dues and fees, a balanced association budget and a reasonable fund reserve.
- Strategy #3 Maintain an active recruitment and membership retention plan and seek involvement of all members.

MINNESOTA ASSOCIATION OF ASSESSING OFFICERS (MAAO)

Mission Statement

The mission of the Minnesota Association of Assessing Officers is to provide education and information to promote excellence in property appraisal and assessment administration through professional development with the highest ethical standards.

Position Statement for 2009 Legislative Session

Adopted by the MAAO Executive Board on September 26, 2008

1. MAAO supports the production of high quality annual assessments.
2. MAAO supports the principle of ad valorem taxation – taxation based on market value, as a major component of a diverse budget based tax system, for the following reasons:
 - It is based upon a fair and equitable base.
 - It is a reliable source of revenue for local taxing authorities.
 - It is accountable and justifiable with sales of similar properties.
 - It is understandable to taxpayers, who can be provided with comparable sales information.
 - a) MAAO believes adjustments to market value, such as limitations on assessor's estimated market values, acquisition values or deferrals or exemptions, creates inequities between taxpayers.
 - b) Good tax policy treats all taxpayers in a consistent manner. MAAO opposes classifications or programs that target only a small number of taxpayers.

- c) MAAO encourages the continued use of state administered programs, such as the property tax refund program, special targeting refunds, the income tax system, etc., if policy makers wish to grant additional tax relief to certain taxpayers.
 - d) MAAO supports policies and practices that coincide with commonly accepted appraisal and assessment practices.
3. MAAO supports efforts to make the classification system more understandable by the continued consolidation of existing classes and avoiding the creation of new classes. We do so for the following reasons:
- Easier for taxpayers to understand.
 - Streamline administration costs to local governments.
 - The tiered classification system increases complexity and produces unexpected property tax consequences.
- a) MAAO supports a change to consolidate agricultural land and buildings (excluding house, garage and one acre) into one property class with a singular classification rate, no differential between Homestead and Non-Homestead for agricultural property.
 - Dynamic changes to the qualifications for agricultural homestead have added to the complexity of administration of the agricultural homestead classification and confusion on the part of taxpayers.
4. MAAO supports a taxpayer appeal process that encourages timely and open communication between taxpayers and assessors.
5. MAAO suggests that new state mandated programs be funded by the state.

Footnote: Additional references may be made by reading, *“Standard on Property Tax Policy”*, IAAO, August 1997.

Minnesota

State Board of Assessors

Code of Conduct and Ethics for Licensed Minnesota Assessors

The purpose of this code of conduct and ethics is to instill public confidence in property assessment and promote fairness and uniformity of assessment practices. As a licensed Minnesota assessor, it is your obligation to abide by the ethical and professional guidelines established in this code.

1. Conduct and Performance

- a. **Professionalism** – Conduct all duties and activities in a professional manner that will reflect favorably upon you, the jurisdiction, the assessment profession, and the property tax system.
- b. **Honesty** – Be honest in all dealings with property owners and their representatives.
- c. **Diligence** – Be diligent in the performance of your duties as prescribed by Minnesota Statutes and Minnesota Rules, Chapter 1950 and apply these laws and rules fairly and uniformly without advocacy for, or accommodation of, any special interests.
- d. **Excellence** – Perform all duties to the best of your ability so as to ensure fair and equitable assessments of all property.

2. Conflicts of Interest

- a. **Appearance of impropriety** – Avoid the appearance of impropriety even if no impropriety exists or is intended.
- b. **Prohibited assignments** – Accept no assignment in which you are related to the owner as spouse, parent, son or daughter by blood or marriage or in which you have a financial or other interest in the property.
- c. **Unwarranted privileges** – Do not use your official position to secure privileges for yourself, your family, business associates, or any other person wherein you benefit directly or indirectly.

3. Representation of Qualifications

Do not claim professional qualifications that you do not possess.

4. Cooperation and Investigations

Cooperate with the Minnesota Department of Revenue and the State Board of Assessors in an investigation of the professional conduct of any assessor.

5. Reporting Unethical Practices

Report to the Minnesota Department of Revenue the unethical practices or actions of any assessor.

6. Violations

Violating this code of conduct and ethics may result in disciplinary actions by the State Board of Assessors and/or the Commissioner of Revenue.

Effective date: March 1, 2006

In accordance with Minnesota Laws 2005, First Special Session Chapter 3, Article 1, Section 38

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To be named

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MAAO Committees and Personnel Summaries

Agricultural Committee

The mission of this committee is to be the “eyes and ears” of the Association on agricultural topics and issues as they come to the forefront in today’s work environment. After all members are appointed, we correspond through e-mail to poll each member as to his or her concerns. A major objective is to continue to update the Grain Elevator Cost Schedule that was created in 2005. The primary goal of this committee is to assist the Minnesota Department of Revenue in implementing guidelines that we can all agree upon and use. This committee consists of one member from each Region and a chairperson for a total of 10 members.

Commercial/Industrial Committee

The Commercial / Industrial Committee is made up of MAAO Members with an interest valuation of Commercial, Industrial, and Apartment properties.

The four- member committee seeks willing and active members that can bring different commercial appraiser backgrounds, experiences, and perspective to the committee. The Mission/Purpose of the Commercial/Industrial Committees is: “To provide on a state wide basis, the necessary tools to commercial appraisers through education and support to ensure equitable and defensible commercial, industrial, and apartment assessments.” In addition, to several ongoing projects, the Commercial / Industrial Committee plans to work with the Information Systems Committee to pursue putting examples of different forms, surveys, letters, etc. on the Members Only portion of the MAAO web site. These can then be used by Commercial Appraisers statewide, for revaluation, new construction, and throughout the appeals process. The committee consists of members throughout the state.

With the assistance of the Membership Coordinator, the committee will send out a state wide request for examples of materials that appraisers are currently utilizing, as well as, what other materials may be helpful. The Commercial / Industrial Committee will continue maintaining the database of sales for Hotel/Motels on a statewide basis. We request that the local assessors provide us with the sales information and property data in a timely manner. The sales of Hotel/Motels in the Metro area will be maintained in the Assessor Commercial Exchange (ACE).

Conference Committee

This is a committee that is appointed annually to assist the conference coordinators with the planning and presentation of the MAAO Annual Conference. The committee is usually made up of MAAO members in the regions where the conference is being held. They provide assistance based on their knowledge of the local resources and work with the conference site to provide a comfortable professional environment for the attendees.

Education Committee

The Education Committee's mission is found in the MAAO Constitution and By-Laws: "It shall be the purpose of the Education Committee to study educational matters beneficial towards the improvement of the assessment profession in the State of Minnesota." The primary responsibility of the committee is to coordinate with the MAAO Executive Board, Department of Revenue and State Board of Assessors in staging Summer Seminars, Fall Conference Seminars and the Property Valuation Course. The committee meets three times a year, during the months of August, November, and January to discuss educational topics and recruit instructors. The committee strives to provide continuing education that benefits assessors with varying levels of experience, education and responsibilities. The members are from each of the nine MAAO Regions.

Editorial Board

This seven-member committee is responsible the management of the Association publication "Equal Eyes".

Finance Committee

The traditional function of the four-member Finance Committee of MAAO is to review the financial activities of the MAAO accounts and review the record-keeping practices and procedures of all the financial officers. The purpose of the Finance Committee is to check the financial accounts, carry out an audit of the financial accounts of MAAO and to establish accurate and/or efficient accounting practices and report to the Executive Board the findings of the Committee.

Information Services Committee

The charge of this eight-member committee is to provide the Association with technical assistance using the best and most feasible technology available. Most, if not all, of the energy in the recent past has been focused on the development of the web site. The goal of the committee then is to develop strategies that utilize that medium as efficiently and effectively as possible while exploring all other technological means of assisting the organization. The major task of the committee is the design and maintenance of the MAAO web site.

The Committee is constantly pursuing improvements in content and design of the web site, keeping on top of improvements in available technology. Short-term goals are to make enhancements in site design and editing. Long-term goals are to provide a utility to manage registrations and dues payments.

Legislative Committee

This thirteen-member MAAO legislative committee is currently undergoing some groundbreaking changes in the way we will be doing business on behalf of the membership of MAAO. The committee and its members have actively participated during the legislative sessions on behalf of MAAO. In 2005, MAAO selected Robert M. Vanasek to become the first MAAO Legislative Representative. He works closely with the MAAO Legislative Committee and the Minnesota Department of Revenue to be a resource for legislators that are considering legislation that affects the property tax system and assessors. Even though we feel that we have had a successful presence before the legislature, we also recognize that there may be ways to improve and build on what we have previously done. Many organizations similar to ours have enlisted the assistance of consultants and lobbyists to further their endeavors. Beginning with the 2006 legislative session we will now be working with an experienced individual who will direct us in ways to perform our mission even more successfully.

Long Range Planning Committee

The main purpose of this four-member committee is to set the budget for the upcoming year. The committee consists of the immediate past President, 1st and 2nd Vice Presidents and the Secretary/Treasurer of MAAO. The committee looks at last year's budget, receives requests from committee chairs for next year's budget and meets with the membership coordinator, conference coordinator and education chair to project income for the next year.

Membership and Awards Committee

The purpose of this five-member committee is to recognize and honor current members for their service to MAAO and recruit new members through the promotion of the organization at educational and MAAO functions. Duties include purchasing promotional items; determining longevity awards from the MAAO web site; creating certificates, plaques and awards for years of service, scholarship recipients, retirees, Top Pen participants and the out-going President, etc. Responsibilities are the purchasing and storing of promotional items as well as transporting them to MAAO events; displaying MAAO materials to entice new members and delivering the multiple certificates and awards in a timely manner.

Research and Planning Committee

The Research and Planning Committee is made up of the 2nd Vice President of MAAO and other members as needed. The purpose of the committee is to undertake specific tasks as assigned by the President.

Rules and Resolutions Committee

The three-member Rules and Resolutions Committee solicits additions, revisions and corrections to the MAAO Constitution and By-laws from the membership a minimum of 110 days before the annual conference. Once a proposed change had been received, the committee then disseminates the proposal to the membership a month before the annual meeting. The committee reviews the constitution and by-laws annually and suggests revisions to the Executive Board.

Site Selection Committee

This committee consists of four members including the conference coordinator. The committee usually consists of a member from the metro area and one from out state Minnesota. The purpose of the committee is to solicit proposals from potential conference site facilities and then present these proposals to the MAAO Executive Board that makes that makes the final selection. Selection is made years in advance for the best possible locations and rates.

Tax Court Committee

The mission of the seven-member Tax Court Committee is: "The MAAO Tax Court Committee will be responsive to member's needs regarding assistance in cases before the Minnesota Tax Court, and will work to improve the appraisal expertise, case management and court testimony of Minnesota assessors". The Tax Court Committee supports membership in matters pertaining to the Minnesota Tax Court, addressing issues and concerns of assessors statewide relating to appeals. The committee has organized numerous educational offerings, meetings on specific types of appeals, and offered individual help on an ad hoc basis as needed for assessors with court cases. Future goals of the committee include organizational issues and use of the association's web site.

Nominating Committee

Purpose/Mission Statement of the Nominating Committee: The Nominating Committee shall make recommendations to MAAO's Annual Meeting the names of viable candidates for election. It is the mission of this committee to present candidates for election to the Executive Board who will govern MAAO by fulfilling the objectives and purpose of this organization. I will summarize the duties of our committee as stated in Article IV –Elections of the Minnesota Association of Assessing Officers Constitution & By-Laws. The MAAO Constitution is located and can be referenced on the Home page of the MAAO web site. The Nominating Committee shall decide upon and make recommendations to the annual meeting the names of candidates for election. In order to qualify for candidacy you must be a Regular Member, in good standing, to serve as an officer, director and/or committee chairperson (Article I – Membership). No member of the Nominating Committee shall be eligible for office by action of the Nominating Committee. At the annual election there shall be elected a President, 1st Vice-President, 2nd Vice-President, and a Secretary-Treasurer, when his/her term expires, all of whom constitute the Officers of the Association. To complete the Executive Board there shall be elected the required number of Directors in any given year. The Nominating Committee shall select nominees for each expiring officership to serve one (1) year terms. The exceptions to the previous statement are the Secretary-Treasurer and the Directors from each region who serve for two (2) year terms and they can serve office for up to two (2) consecutive terms. One Director shall be elected from each of the regions as outlined in Article III of the By-Laws. On every even-numbered calendar year, Directors shall be elected from Regions I, II, III, IV, and IX. On odd-numbered calendar years, Directors shall be elected from Regions V, VI, VII, and VIII. Additional names may be placed in nominations at the time of balloting by any Regular or Associate I Member. Voting shall be done by individuals who are Regular or Associate I Members with each member having the right to cast one (1) ballot. Proxies will not be recognized. Newly elected Officers and Directors shall take office thirty (30) days after being duly elected. The Association has traditionally tried to alternate the President, 1st Vice-President, and the 2nd Vice-President between the metro region and the out-state regions to provide a balanced representation. This is a three-member committee.

Sales Ratio Committee

Mission Statement of the nine-member Sales Ratio Committee: "The Sales Ratio Committee of the Minnesota Association of Assessing Officers is committed to improving the quality and fairness of the Minnesota property tax system. This will be accomplished through education and training and by assisting in the development, implementation, and refinement of a sales ratio system that accurately measures the quality of the assessment and that is equally useful to both assessors and oversight agencies." Our goal is that by furthering the utilization and understanding of the IAAO Sales Ratio Standards we hope to insure equity and excellence in Minnesota Assessment.

Committee Goals

Long Term

- Consider Leased Fee vs. Fee Simple value adjustment methodology.
- Establishing a valid MN sales ratio study system that employs only one study period for a given assessment.
- Forming a partnership with the Department of Revenue to help leverage State Drive for Excellence resources into enhanced sales ratio and property tax systems.

Scholarship Committee

The purpose of this five-member committee is to review applications for the Dan Franklin Scholarship and award scholarships to candidates that demonstrate financial need. The committee consists of MAAO's Immediate Past President, 1st Vice President, 2nd Vice President, Secretary-Treasurer and Education Committee Chairperson. A Scholarship Coordinator is appointed by the President to assist the committee and provide consistency in the scholarship process. Individuals are not required to be members of MAAO to apply. A first year paid membership is included to the student, affiliate or associate level as part of the award. The membership is paid for by MAAO. The principal money of the Dan Franklin Memorial Scholarship Fund shall not be distributed. Scholarships will be awarded and funded by interest accrued only on the fund's principal balance. The Executive Board voted to award two \$750.00 scholarships that will be presented at the Summer Seminars.

The committee also awards up to five weeklong course scholarships to promote the assessing industry and professionalism, of which up to two may be given to local assessors who pay their own educational expenses and are pursuing an advanced assessor level of licensure.

Background: In 1998 the MAAO established an educational scholarship in memory of Dan Franklin who passed away in 1997. Dan was always a promoter of assessor education and served diligently on the MAAO Education Committee. Dan was instrumental in the development of the "Minnesota Property Valuation Short Course" (which is now called MAAO Property Valuation Course.)

Professional Development Committee

The purpose of this three-member committee is to be a resource for members striving to achieve their professional goals of a higher Minnesota level of licensure or a professional designation with the International Association of Assessing Officers (IAAO). This committee maintains a list of IAAO members and designation candidates and helps provide answers to their education and designation questions or issues. The committee ensures that the regional mentorship program is in place annually and updates the Assessor Resource Toolkits as needed.

Weeklong Course Committee (WCC)

The following is a summary of the duties and responsibilities of this four-member committee; which began in 2006.

- Supervises the activities of the weeklong course coordinator on an on-going basis
- Sets policy for weeklong courses or recommends policy to MAAO Executive Board
- Appoints lead instructors, secondary instructors, instructor trainees, authors
- Annually reviews course materials and direct enhancements, updates and revisions
- Meets with coordinator and instructors to review issues and course scheduling as needed
- Approves annual calendar and location of course offerings
- Establishes an annual budget, goals, establishes fees, instructor honorariums, reviews income and expenses, makes recommendations to the MAAO Executive Board for use of funds
- Directs coordinator to pay expenses as needed
- Provides direction to the coordinator on issues related to the development, facilitation instruction and review of the weeklong courses as needed

Job Descriptions for Paid Positions

Managing Editor Editorial Board Chair

This position is responsible for performing the tasks of collecting, editing and layout of all Equal Eyes publications. This position is responsible for the creation of each issue of Equal Eyes and also leading the Editorial Board.

Essential Job Functions:

- Solicit information and articles for Equal Eyes (EE).
- Maintains MAAO history of EE.
- Edits and proofs article for EE.
- Reports to Executive Board at meetings and as needed about the activities of the Editorial Board.
- Works with membership to develop ideas for articles.
- Works with members of the DOR to obtain information for EE.
- Coordinates meetings for the Editorial Board.
- Creates and manages the Editorial Board budget and requests for the Executive Board.
- Works with other MAAO Committee Chairs to gather article information.
- Performs the layout, creation, editing of each issue of EE.
- Stays in contact with the IAAO Director of Publications.

Other Job Functions: Makes numerous phone calls and writes numerous emails to stay in touch with membership. Assists other committees with gathering historical information, as needed.

Knowledge, Skills and Abilities:

Knowledge of:

- Publication software and printing procedures.
- Numerous computer software and hardware.
- MAAO procedures, policies and rules.
- Functions and operations numerous MAAO committees.

Ability to:

- Be diplomatic and cooperative in dealings with membership.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with DOR officials, State Board of Assessors, MAAO Executive Board, Committee Chairs, and members.
- Effectively manage and prioritize workload and time commitments.

Associate Editor

Required Qualifications:

Computer Access (preferably home and work)

Email Access

Attendance at four Editorial Board meetings a year

Dedication to the Promotion of MAAO and Equal Eyes

Desired Qualifications:

Digital Photography experience

Graphic experience

Proofreading/Editing skills and experience

Information:

This position involves time sensitive deadlines and extensive involvement with the Editor. The Associate Editor is responsible for the proofreading and editing of articles submitted. Also responsible for contacting regular and potential authors for the collection of articles which involves emails and phone contact.

This position is also responsible for the creation and writing of articles as needed.

The Associate Editor is responsible for attending four Editorial Board meetings per year. These meetings are held in conjunction with Summer Seminars (May) and the Fall Conference (September/October) and at two other times during the year. The MAAO will reimburse mileage, meals, and/or hotel expenses for these meetings. The time spent on the phone, on the computer and at the meeting requires approval by your supervisor prior to accepting the position.

This position is not elected and does not have a set term. We are looking for some one who finds the magazine interesting and considers working on the publication of Equal Eyes as challenging and fun.

This position will also serve as a back up to the Editor/Chair, if necessary, attending Executive Board or other meetings.

Property Valuation Course (PVC) Coordinator

August.

Update Education Committee on upcoming PVC. Contact instructors to confirm they will be instructing and what they may need for equipment. Conference coordinator mails PVC registration forms to all licensed assessors. PVC Coordinator receives all registration forms and money. Money is given to Conference coordinator in Sept, at Fall Conference and November Education Committee Meeting.

October.

Contact sites where PVC will be held and give them a count on number attending, also contact instructors with number attending.

Mail list of all attendees to instructors.

Contact an assessor that has signed up for PVC and ask them to work with instructor at PVC. This person will be the contact site person, collect rosters and review sheets and help instructor when needed.

November.

Make sure that all rosters and review sheets have been send to PVC coordinator.

Organize all review sheets and e-mail to Education Committee members.

Review rosters to make sure everyone has paid.

Review all expense sheets, ok them and mail to conference coordinator to be paid.

Send PVC rosters to State Board of Assessors.

Meet with Ed. Comm. members and review PVC. And set up the next year PVC.

January

Finalize PVC that will be held in fall.

Summer Seminar Coordinator

August

Meet with Education Committee to review seminars that were held in May. Go over Summer Seminar review sheets and offer suggestions for the next year Summer Seminars. Work with Education Committee to come up with seminars and instructors for the next year summer seminars. Assign committee members certain seminars to see if the recommended instructor will be able to do seminar. Go over Hotel commendations and service to see if improvements need to be made. Review evening event site and meal and set site for the next year.

November

Review list of proposed seminars to see which ones will be offered. Should have a minimum of 16 seminars. Determine which seminars will be offered and when.

Meet with Holiday Inn to discuss concerns that Education Committee may have.

January

Set seminars that will be offered. Name, address, Phone # and e-mail of all instructors.

Cost for each seminar; meet with conference coordinator to set fees for summer seminar to take to Executive Board in February.

Get seminar description from each instructor, forward seminar description to conference coordinator.

February

Send letter inviting Commissioner of Revenue to speak at Department of Revenue session at summer seminar.

April

Contact each instructor to confirm that they are still instructing at summer seminar and get equipment needs for seminar. Send equipment needs and list of seminars to Holiday Inn.

May

Summer Seminar and conference coordinator meet with Holiday Inn to review meeting and banquet requirements.

Call the Evening Event site with count and time.

Give Holiday Inn final counts for summer seminars.

Meet with Education Committee on Tuesday before seminars to organize seminar registrations.

Wednesday & Thursday of seminars coordinator is contact person for Holiday Inn. Trouble shoot for those two days.

Pick up all seminar rosters and review sheets, get input from instructors.

Summer Seminar coordinator and conference Coordinator meet with Holiday Inn to review bill and to exchange ideas on how to improve seminars.

Send thank you notes to all instructors.

Send Seminar rosters to State Board of Assessors.

Organize all review sheets and e-mail to Education Committee members.

Conference Coordinator Assistant

Job details for the Fall Conference include:

- Work with Education Committee to establish conference seminars
- Working with local host committee/conference coordinator/hotel for seminar rooms
- Coordinating instructor needs (A/V, copies, etc....)
- Coordinating course descriptions for publication/registration
- Monitor seminars
- Coordinate seminar attendance records for Continuing Education Credits
- Coordinate/compile conference evaluations

Membership Coordinator

This position is responsible for the management of the membership records, which includes maintaining a current, accurate database of the membership including years of service and collection of dues.

Secretary-Treasurer

This position is to be a responsible custodian of all official records of the Association. The Secretary-Treasurer is required to keep all minutes of Executive Board meetings. The Secretary-Treasurer shall keep the financial books of the Association and shall disburse funds at the direction of the Executive Board. This person should also report in detail, at the Annual Meeting and at such other times as directed on the financial condition of the Association.

Essential Job Functions:

Attend all Executive Board Meetings and functions. Give notice to members of all Annual, Special and Executive Board Meetings. Furnish a copy of the minutes of all meetings within 60 days for the Annual and Special meeting and 30 days for the Executive Board Meetings. Keep financial records of the Dan Franklin Scholarship Fund Keep financial records of all investments. Keep financial records of income and expenses that aren't in conjunction with a Conference, (Conference Coordinator keeps conference income and expense information) by verifying claims, writing checks and balance the checkbook. Create and keep a filing system to be used often during the year. Make all arrangements and negotiate contracts for meetings. Prepare Agenda, reminders, and minutes for all meetings. Prepare all financial reports to the membership for all meetings and also as requested. Coordinate accounting for all dues with the Membership Coordinator. Work with accountant for filing of all Income Tax, Quarterly Reports, W-4s, W-2s etc. Keep track of any Petty Cash accounts kept by members. Keep track of the budgets for each committee and report to chairs as requested. Send flowers, cards etc. as requested by membership. Submit officer information to IAAO Send out invoices for Job Mailings and keep job listing. Keep all officer, committee chairs, committee members and region director information and make available to Executive Board and to the IS coordinator to post on the web site. Order envelopes, check blanks etc. as needed. Keep all Historical Financial Records and Minutes. Make periodic bank deposits.

Other Job Functions:

Periodic contacts with vendors.

Assist all members, committee chairs and members and Executive Officers with any questions they may have through e-mail or via telephone.

Knowledge and Skills:

Knowledge of:

- MAAO policies, procedures and functions of the organization.
- Quicken Program and use of a laptop computer.
- Word or similar program for minutes.
- Excel or similar spreadsheet application.
- Balance all financial accounts.

Required Qualifications:

- Ability to attend all Executive Board Meetings, Summer Seminars and Fall Conference.
- Have access to Email for all correspondence.
- Have computer access (Helpful if you can have access through work for daytime questions)
- Have internet access to use for financial activities

Conference Coordinator

Duties of the Conference Coordinator: (from the by-laws)

- 1, Promote attendance at the Annual Meeting and Conferences.
2. Provide continuity between site selection and planning committees as to financial arrangements and Association needs.
3. Act as treasurer for receiving and dispersing the monies of a special conference fund. These monies shall remain segregated and kept apart from the bookkeeping of other Association activities.
4. Provide a final internal audited accounting and a transfer of the balance from the preceding conference. This shall be accomplished at the organizational meeting of the ensuing administration.

Some of the most enjoyable and memorable events in an assessor's career have occurred when we have parleyed at our annual events. The conference coordinator is in the feel good business. The coordinator tries to create a feel good atmosphere and create feel good memories, feeling good for stepping up your educational credentials, feeling good for new seeing new conference hotels, feeling good about seeing different parts of Minnesota and feeling good that your membership fees for MAAO have not increased in decades.

How does the conference coordinator do all this? The first thing is by promoting attendance at our annual meeting and other events sponsored by the MAAO. Secondly by coordinating with the site selection committees to guarantee a site that accommodates our group. Thirdly by working with the local hosts to showcase the location and guarantee that the association needs are met.

The coordinator signs contracts, sets fee, collects and disburses monies so as to not put MAAO in harms way. The proceeds are disbursed back to the MAAO treasury and help to keep our annual membership fees low.

Weeklong Course Coordinator

This position is responsible for the coordination of the weeklong courses and work closely with the instructors and the Weeklong Course Committee (WCC). The position is a non-voting member of the WCC.

This position has the following responsibilities:

- Recruits and recommends to the Committee lead instructors, secondary instructors and alternate instructors
- Annually reviews course materials and exam content with instructors to determine any enhancements or updates necessary
- Regularly meets with the Committee to review issues and course scheduling
- Obtains feedback from students regarding course content and instruction quality
- Provides information and feedback to the Committee
- Prepares an annual report regarding the weeklong course activities
- Responds to problems related to course materials, instructors or logistics
- Establish budget and works out details with Finance Committee and MAAO Secretary-Treasurer
- Answer phone calls, e-mails, and mail regarding questions about courses and logistics
- Reviews registrant lists to determine registration issues, sends out regular reminders for registrants to register
- Monitor the progress of instruction materials
- Develop any assessor related materials that may need to be part of courses
- Instruct the assessor portion of any course as needed
- Orders text books, arranges for purchases, copying, parking, meals, refreshments, AV equipment as needed.
- Maintain mailing lists, exams, records of courses
- Monitor exams for quality and pass-fail rates
- Work with instructors on issues
- Assist in the development and instruction of courses as needed
- Locate facilities in St. Cloud and in the metro area for classroom availability.
- Monitor income and expenses
- Follow-up to make sure all issues are resolved
- Develop brochure for mailing and e-mail, provide info to Equal Eyes
- Manage exam challenges with scheduling, testing, grading and sending results to candidate and board of assessors.
- Mail course materials to students as needed
- Collect fees and submits to MAAO Secretary-Treasurer
- Promote courses at seminars and conferences
- Attend first day of all courses to introduce instructor, answer questions, resolve issues, monitor course during the week
- Recommends to the Committee the annual education calendars
- Recommends to the Committee course requirements and expectations
- Recommends to the Committee the course fees, annual budget and instructor honorariums
- Recommends to the Committee the appointment of instructors, secondary instructors and alternate instructors
- Recommends to the Committee that a course be re-written or updated and be involved with the selection of the author(s).
- Recommends to the Committee purchases, payments of expenses and use of revenues.
- Recommends policy to the Committee or MAAO Executive Board

Chairperson, Information Services (IS) Committee

The chair of the IS Committee is responsible for the design, development and maintenance of the MAAO website. The Committee, under the direction of the Chairperson, receives information from MAAO executive officers, Committee chairpersons, public information resources or other reliable sources and posts appropriate and interesting information to the site. Position requirements: The IS Chairperson should be knowledgeable and proficient in Microsoft Windows® operating system, Microsoft Word, internet browsers (most notably Microsoft Internet Explorer®). He/She should be proficient at creating PDF documents or converting other electronic documents to a PDF format. He/She must have access to high speed Internet service providers (T1, DSL or Cable Modem) preferably from home and office. The Chair must be able to attend MAAO Executive Board meetings (approximately four) per year, IS Committee meetings as deemed necessary and called by the Chair, and to meet with or consult with information technology advisors from time to time. He/She must be able to devote sufficient time either at work or at home to fulfill the role.

Job Descriptions for Non-Paid Positions

Scholarship Coordinator

This position created in 2007 is responsible for the collection and processing of scholarship applications for the Scholarship Committee. Scholarships are available for MAAO weeklong courses and for students in the Real Estate Major program of Studies at St. Cloud State University. The coordinator is a non-voting member of the MAAO Scholarship Committee.

IAAO Representative

The purpose of this position is to provide information from IAAO to the membership. This includes educational offerings, conferences and workshops. They can provide assistance to members regarding IAAO membership and any membership issues. They promote IAAO at all MAAO functions. Duties include ordering an IAAO display and promotional goods from IAAO headquarters. Responsibilities include transporting the promotional items to and from each conference, displaying the items and encouraging IAAO membership.

NCRAAO Representative

This person attends the annual North Central Region Association of Assessing Officers (NCRAAO) representing MAAO. MAAO hosts the annual conference once every years, during that year the MAAO President is also the President of NCRAAO. MAAO will be host in

Region Director

The Region Director shall supervise the operations and activities of the Association in the Region represented, and shall perform such other duties as may be assigned by the President or Executive Board.

Job Functions include:

- Attend all Executive Board meetings and functions. If unable to attend, have an approved proxy attend.
- Report to the Executive Board the Region's activities, special events, retirements and employment changes.
- Bring any ideas or concerns of the Region to the Executive Board.
- Represent Region on issues that are discussed at the Executive Board meeting and vote according to Region's stand on issues.
- Provide MAAO 2nd Vice President with the names of any members from the Region that are deceased.
- At the annual conference, report the Region's annual activities
- Attend all Region meetings and functions, if unable to attend notify Region President.
- Report back to the Region on items of importance from the Executive Board meetings.

- Announce employment changes in the Region
- Notify the MAAO President and the Membership and Awards Committee of retirements in the Region.
- Submit Regional news to Equal Eyes.
- Encourage MAAO membership and attendance at MAAO functions
- Regional Director, or their appointee, will serve as Region Mentor
- Have knowledge of MAAO policies and procedures.

County Assessor Directory

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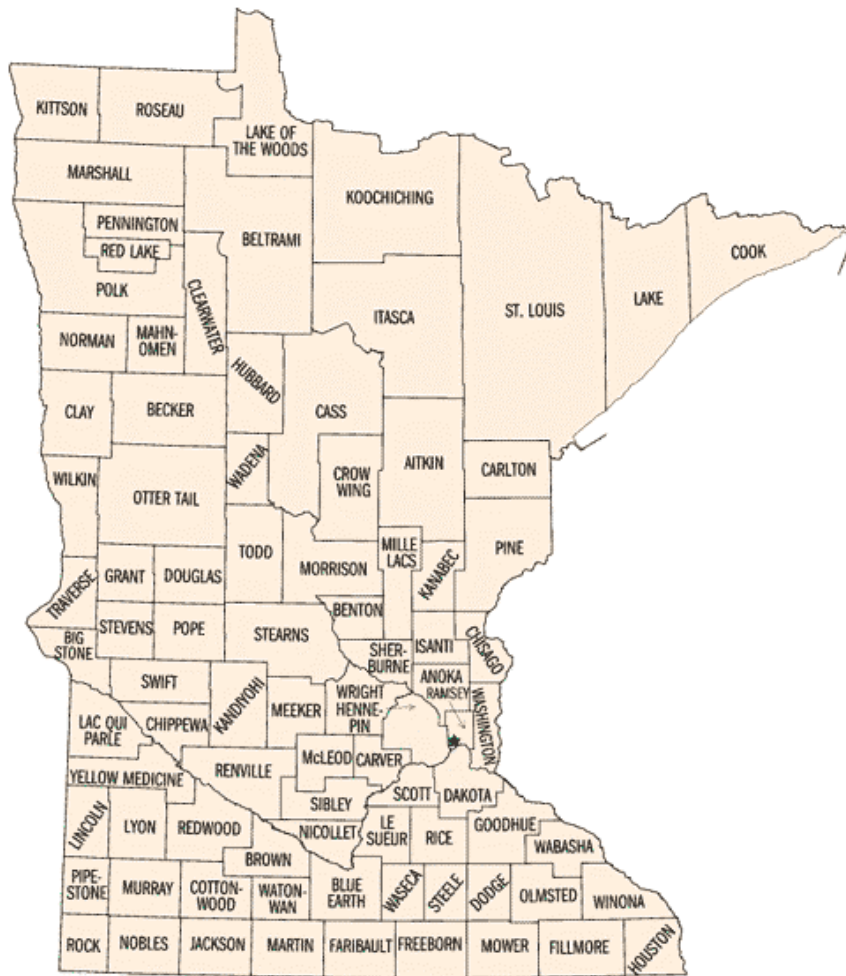
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MAAO Regions

Section 1: For administrative purposes, the State shall be divided into nine (9) regions.

Section 2: The regions shall be numbered from one (1) to nine (9) and shall be designated as area groups. Each region shall include MAAO members from the following counties or cities. MAAO members from the Department of Revenue shall be included in the Region where a majority of their assigned duties are performed.

Region 1: Southeast Group: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Waseca and Winona.

Region 2: East Central Group: Blue Earth, Faribault, Le Sueur, McLeod, Martin, Nicollet, Sibley, Watonwan. (Rev. 2-13-95 & 10-7-03)

Region 3: Northeast Central Group: Benton, Chisago, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns and Wright.

Region 4: Northeast Group: Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Koochiching, Lake, St. Louis and the City of Duluth.

Region 5: Southwest Group: Brown, Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood and Rock.

Region 6: Southwest Central Group: Big Stone, Chippewa, Kandiyohi, Lac qui Parle, Meeker, Pope, Renville, Stevens, Swift, and Yellow Medicine.

Region 7: Northwest Central Group: Becker, Clay, Douglas, Grant, Hubbard, Otter Tail, Todd, Traverse, Wadena and Wilkin.

Region 8: Northwest Group: Beltrami, Clearwater, Kittson, Lake of the Woods, Mahanomen, Marshall, Norman, Pennington, Polk, Red Lake and Roseau.

Region 9: Metro Group: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington and the Cities of St. Cloud and Minneapolis. (Rev. 2-13-95 & 10-7-03)

2009 MAAO Region Mentors

<u>Region</u>	<u>Name</u>	<u>Phone Number</u>
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Region #2	Dave Armstrong	507-357-8215
Region #3	Greg Kramber	763-682-7365
Region #4	Marty Schmidt	218-824-1009
Region #5	Kathy Hillmer	507-637-4008
Region #6	Lori Schwendemann	320-598-3187
Region #7	Lee Brekke	218-631-7781
Region #8	Joseph Skerik	218-333-4146
Region #9	Steve Baker	651-266-2005

These MAAO Leaders have volunteered to mentor other assessors in their Region. If you have questions about licensure, education, assessment or appraisal issues feel free to contact these individuals. They may not know the answer to your question but they will be a resource for you to find someone that can assist you with an issue.

Real Estate Web Sites

http://www.lmnc.org/	Minnesota Census Data, search Census
http://www.mnmaao.org/	MN Association of Assessing Officers
http://www.redi-net.com/adn_enter.html	Identifies cities/counties' information on web; can get aerial and topographic maps by address
http://www.mncar.org/	MN Organization of Commercial Realtors; Statewide Commercial/Industrial/Apartment property listings
http://www.metrocouncil.org/index.htm	Met Council; metro regional planning agency
http://www.appraisalfoundation.org/	USPAP online
http://www.ncreif.com	National Council of Real Estate Investment Fiduciaries; indices on Farmland, Timberland and other property
http://www.restaurantresults.com/	National Association of Convenience Stores
http://www.realestatejournal.com/	Wall Street Journal Real Estate Journal
http://www.rejournals.com/	Minnesota Real Estate Journal online
http://www.mplsrealtor.com/	Minnesota Association of Realtors; many Real Estate statistics
http://www.uproperties.com/	United Properties; Real Estate Studies
http://www.cbre.com/	CB Richard Ellis; Real Estate Studies
http://www.bomamppls.org/	Minneapolis Building Owners and Managers Association
http://www.golfprop.com/	Golf Course appraisal site
http://www.restaurantsforsale.com/	Restaurant Brokers of Minnesota
http://www.nrn.com/	Nation's Restaurant News

Real Estate Web Sites

http://www.appraisalinstitute.org/	Appraisal Institute
http://www.iaao.org/	IAAO with links to other assessor offices
http://www.lincolninst.edu/index-high.asp	Lincoln Institute of Land Policy
http://www.kspminnesota.com	Education
http://www.appraisersforum.com/forum/	RE Appraiser Bulletin Board
http://www.appraisalfoundation.org/	Appraisal Foundation
http://www.state.mn.us/cgi-bin/portal/mn/jsp/home.do?agency=NorthStar	Minnesota North Star – State Web Site
http://www.taxcourt.state.mn.us/	Minnesota Tax Court
http://www.taxes.state.mn.us/	Minnesota Department of Revenue
http://www.sociallaw.com/	Law Library
http://www.ipt.org/	Institute for Professionals in Taxation
http://www.selfstorage.org/	Self Storage Association (mini storage)
http://www.hvsinternational.com/	Hotel Valuation Services (hotel information)
http://www.list.realestate.yahoo.com/	Neighborhood Profiles (Yahoo Real Estate)
http://www.lmnc.org/	MN Property Tax Statistics (through League of Minnesota Cities)
http://www.mncounties.org/	Association of Minnesota Counties
http://www.maps.yahoo.com/	Yahoo online mapping
http://www.maps.live.com	Microsoft mapping site with aerial maps, Birdseye maps, road maps

Real Estate Web Sites

http://www.redi-net.com/amort.html	Amortization schedule
http://www.westegg.com/inflation/	Inflation calculator
http://www.calhouncpanies.com/	Business Broker
http://www.realtor.com/	National Association of Realtors
http://www.welshco.com/	Welsh Company; market studies
http://www.mmha.com/	MN Multi-Housing Association
http://www.mhfa.state.mn.us/	MN Housing Finance Agency
http://www.propertyvalu.com/comweb.htm	Links to various appraisal web sites
http://www.icsc.org/	International Council of Shopping Centers
http://www.mntax.org/	Minnesota Taxpayers Association
http://www.taxes.state.mn.us/property_tax_administrators/other_supporting_content/propertytaxadministratorsmanual.shtml	Minnesota Property Tax Administrator's Manual
http://www.mnplan.state.mn.us/	MN State Planning Agency
http://www.mntownships.org/	MN Association of Townships
http://www.loopnet.com	Loopnet
http://www.colliers.com	Real Estate information
http://www.naiopmn.org	Commercial Real Estate Industry
http://www.nreionline.com	National Real Estate Investors

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While property taxes in Minnesota are administered on the local level, the Property Tax Division provides administrative assistance and guidelines for uniform practices and directly administers some specialty areas. The Property Tax Division is divided into two halves, based on the type of administration each half is engaged in. *Assessment Administration* gathers information on real estate values; appraises certain types of property, including utilities, pipelines, railroads, and airlines; and runs education programs for local assessors. *Levies and Aids Administration* determines levy limits, local government aids, develops and publishes property tax statistical data, administers aid payments to local units of government, and conducts an assessment/sales ratio study measuring the relationship of property tax values to sales prices.

ASSESSMENT ADMINISTRATION

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State Assessed Property and Disabled Homesteads Section	page 6

LEVIES AND AIDS ADMINISTRATION

vacant, Assistant Director

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Property Tax Data Management Section	page 9
Sales Ratio Section	page 11

STATE BOARD OF ASSESSORS

The *State Board of Assessors* establishes, reviews, supervises, coordinates, and approves courses in assessment practices and establishes criteria for determining assessors' qualifications. The Board also grants, renews, suspends, and revokes assessors' licenses.

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	Deb Volkert, Executive Secretary.....	556-6093

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The *Information and Education Section* works closely with assessment personnel to improve the quality of assessments and provides information concerning assessments, classification and property tax laws. Personnel disseminate information on property tax laws, property tax calculations and classifications, exemptions, assessments and appeals. They also assist the Commissioner of Revenue, Governor and legislature in the investigation of individual complaints, conducting surveys, research and analysis. Information personnel assist in the education of property tax administrators by teaching classes at annual conferences as well as the mandatory PACE course for assessors licensed as AMA or SAMA. They compile and issue letters, directives, bulletins and brochures. They produce the Property Tax Administrators Manual, the Homestead Manual and the annual Property Tax Laws Summary.

<u>For Questions Or Information On</u>	<u>Call</u>	<u>Number (651)</u>
Agricultural Property	Stephanie Nyhus	556-6109
Agricultural Determination		
CER		
CRP, RIM		
Appeals	John Hagen.....	556-6106
Local Boards of Review and Equalization		
County Boards of Review and Equalization		
Tax Court		
Abatements		
Assessment Education	John Hagen.....	556-6106
Calendar for Property Tax Administration	Jacque Betz.....	556-6099
Classification of Property	Stephanie Nyhus	556-6109
Classification Rates	Stephanie Nyhus	556-6109
Contamination Tax (Assessors)	John Hagen.....	556-6106
Disaster		
Local Option Disaster Abatement	John Hagen.....	556-6106
Exempt Property	Stephanie Nyhus	556-6109

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Assessment support includes regional representatives who provide field support services to county assessors and their staff. Regional representatives serve as liaisons between the Department of Revenue and county assessors. They provide expertise and assistance in the completion of difficult appraisals. Regional representatives conduct market research, screen and verify sales data in the various taxing jurisdictions. Their recommendations, based upon the sales and assessment levels of the various jurisdictions, provide the basis for State Board of Equalization adjustments. Regional representatives also audit assessment practices in the individual counties and make recommendations concerning any identified deficiencies. They provide technical and educational assistance to county assessors and coordinate equalization efforts between counties.

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The *State Assessed Property Section* assesses railroad, public utility and airflight properties that are the responsibility of the Commissioner of Revenue. The section also provides suggested assessments to assessors on utilities whose assessment is the responsibility of the assessor and hears property tax complaints from railroads, utilities and airlines.

This section also administers the granting of the special homestead classification to blind and permanently and totally disabled individuals who meet certain income requirements.

<i>For Questions Or Information On</i>	<i>Call</i>	<i>Number (651)</i>
Airflight Property	Ron Cook.....	556-6102
Disabled Homesteads	Elsie Hendrickson	556-6087
Electric Cooperatives	Alan Whipple	556-6094
Independent Power Producers	Alan Whipple	556-6094
Railroad Property	Wayne Gerwing.....	556-6105
Utilities (Gas, Electric & Pipelines)	Ron Cook.....	556-6102

AUDITOR - TREASURER SERVICES SECTION

vacant, Supervisor

- Linda Leitold, Clerical Support (651) 556-6107
linda.leitold@state.mn.us
- Larry Bewley, Research Specialist (651) 556-6096
larry.bewley@state.mn.us
- Shawn Wink, Research Specialist (651) 556-6095
shawn.wink@state.mn.us

The *Auditor-Treasurer Services Section* is responsible for the administration of the Truth in Taxation Law, the enforcement of levy limits for certain metro area special taxing districts, the development of the prescribed form of property tax statement and instructions, the property tax levy reporting form for counties, the reporting form for delinquent property taxes, the update/maintenance of the Delinquent Property Tax and Tax Forfeiture Manual, and the update/maintenance of the Delinquent Personal Property Tax Manual.

This section is also responsible for the determination and certification of local government aid, county program aid, and the PERA aid. This section reviews applications for police and fire aids and for supplemental benefits reimbursement, and determines the distribution of these aids. Finally, this section assists local government officials, primarily county auditors and treasurers, in the administration of property tax law provisions involving Truth in Taxation, levy limitations, differential tax rates due to annexations or rural/urban service districts, property tax statements, property tax settlement and distribution and delinquent property taxes and tax forfeiture.

The *Auditor-Treasurer Section* also issues state deeds to persons who purchase or repurchase tax forfeited land from the counties. Each year approximately 1,600 state deeds to tax forfeited land are issued. Use deeds are also issued to local governments that apply for tax forfeited land for a public use.

<i>For Questions Or Information On</i>	<i>Call</i>	<i>Number (651)</i>
Aid for PERA Employer Rate Increase	Larry Bewley.....	556-6096
Amortization Aid and Insurance Surcharge	Larry Bewley.....	556-6096
Annexation Tax Capacity Rate Differential	Shawn Wink.....	556-6095
Calendar for County Auditors and Treasurers	Larry Bewley.....	556-6096
Contamination Taxes (auditors and treasurers)	Shawn Wink	556-6095
County Program Aid	Larry Bewley.....	556-6096

PROPERTY TAX DATA BASE MANAGEMENT SECTION

Jason Nord, Supervisor.....(651) 556-6108
jason.nord@state.mn.us

Dean Carter, Research Specialist..... (651) 556-6100
dean.carter@state.mn.us

Gail Darling, Technology Specialist (651) 556-6103
gail.darling@state.mn.us

Linda Senechal, Technology Specialist..... (651) 556-6090
linda.senechal@state.mn.us

Jonetta Williams, Research Analyst..... (651) 556-6097
jonetta.williams@state.mn.us

The *Property Tax Database Management Section* defines, collects, and audits the abstracts submitted by county auditors and assessors. It also maintains and publishes property tax statistical data. The section administers the payment of aids and credits.

This section provides assistance to the counties in the administration of the property tax/aid local financing system. It also provides assistance in the administration of the fiscal disparities commercial-industrial tax base sharing law in the metropolitan and iron range areas and the tax increment financing law.

<i>For Questions Or Information On</i>	<i>Call</i>	<i>Number (651)</i>
Abstracts		
Assessment of Real & Personal Property	Dean Carter	556-6100
Exempt Property Abstract	Jason Nord.....	556-6108
Homestead Duplicate Report	Jonetta Williams.....	556-6097
	Gail Darling.....	556-6103
Manufactured Home Abstract	Linda Senechal.....	556-6090
Mini Abstracts	Linda Senechal.....	556-6090
Tax Increment Financing Supplements	Jonetta Williams.....	556-6097
Tax Lists	Dean Carter	556-6100
Taxing District Codes	Jonetta Williams.....	556-6097

SALES RATIO SECTION

- Leonard Peterson, Supervisor(651) 556-6110
leonard.peterson@state.mn.us
- Elsie Hendrickson, Clerical Support (651) 556-6087
elsie.hendrickson@state.mn.us
- Jodi Rubbelke, Clerical Support (651) 556-6089
jodi.rubbelke@state.mn.us
- Georgia Springer, Clerical Support (651) 556-6091
georgia.springer@state.mn.us
- Tom Clark, Research Specialist..... (651) 556-6101
tom.clark@state.mn.us

The *Sales Ratio Section* conducts an assessment/sales ratio study that measures the relationship of property tax market values to actual sale prices. Form PE20, the certificate of real estate value (CRV), is the source document for sale price information. The findings of the annual study are used in school district and local government equalization aid formulas, State Board of Equalization hearings and Tax Court proceedings.

<u><i>For Questions Or Information On</i></u>	<u><i>Call</i></u>	<u><i>Number (651)</i></u>
Certificates of Real Estate Value (Form PE20)		
Requests from counties	Elsie Hendrickson	556-6087
Requests of less than 20 forms	Georgia Springer	556-6091
Requests of more than 20 forms	Minnesota Book Store	297-3000
Financial/Time Adjustments	Leonard Peterson	556-6110
Incoming Certificate of Real Estate Value	Jodi Rubbelke.....	556-6089
Sales Ratio Study and Certificate of Real Estate Value Questions	Tom Clark.....	556-6101
	Leonard Peterson	556-6110

List of Useful Websites

The following is a selective list of websites that you may find helpful as an assessor:

- Minnesota Department of Revenue – <http://www.taxes.state.mn.us> (click on “Property Tax Administrators” on the left-hand navigation panel)
- Minnesota Tax Court – <http://www.taxcourt.state.mn.us>
- Minnesota State Legislature – <http://www.leg.state.mn.us>
- Minnesota Statutes – <http://www.leg.state.mn.us/leg/statutes.htm>
- Minnesota Senate – <http://www.senate.leg.state.mn.us>
- Minnesota House – <http://www.house.leg.state.mn.us>
- Minnesota Association of Assessing Officers – <http://www.mnmaao.org>
- Minnesota Taxpayers Association – <http://www.mntax.org>

List of Property Tax Statutes Commonly Used by Assessors

The following is a selective list of property tax statutes that you may need to reference as an assessor:

Topic	Statutory Citation
Abatements	M.S. 375.192
Abstract of Tax Lists	M.S. 275.29
All property shall be valued at its market value	M.S. 273.11, Subd. 1
Assessment date	M.S. 273.01
Assessment of real property	M.S. 273.17
Assessor may enter dwellings, buildings, or structures	M.S. 273.20
Auditor to enter omitted property on the assessment list	M.S. 274.08
Certificate of Real Estate Value (CRV): Must be filed for all sales over \$1,000	M.S. 272.115
Certificate of Real Estate Value (CRV): Must be filed to be eligible for homestead status	M.S. 272.115, Subd. 4
Certification by the Department of Revenue in sales ratio calculations, tax calculations, and proper preparation of abstracts of assessment	M.S. 273.0755
Certification of 1b property	M.S. 273.1315
Certification of low-income rental property	M.S. 273.128
Classification of property	M.S. 273.13
Commissioner of Revenue: Administration of property tax laws; powers and duties	M.S. 270C.85
Commissioner of Revenue: Authority to require county auditor to place omitted property on the assessment rolls	M.S. 270C.97
Commissioner of Revenue: Power to abate; correction of errors	M.S. 270C.86

Chapter 23: Appendix II - Miscellaneous

Topic	Statutory Citation
Commissioner of Revenue: Property omitted or undervalued; reassessment; appointment of special assessor	M.S. 270C.94
Commissioner of Revenue: To investigate improper or negligent administration of property tax laws	M.S. 270C.92
Contamination tax	M.S. 270.91-270.98
Conversion to exempt or taxable uses	M.S. 272.02, Subd. 38
Conveyances: Taxes must be paid before recording	M.S. 272.12
County Assessor: Values finalized; no changes allowed except clerical errors and changes that extend homestead treatment	M.S. 274.175
County assessors: Additional general duties	M.S. 273.061, Subd. 9
County assessors: Assessment abstracts filed with commissioner	M.S. 270C.89
County assessors: Division of duties between local and county assessor	M.S. 273.061, Subd. 7
County assessors: Examination of local assessor's work; completion of assessments	M.S. 273.064
County assessors: Office created; appointment, qualifications	M.S. 273.061, Subd. 1
County assessors: Powers and duties	M.S. 273.061, Subd. 8
County Board of Appeal and Equalization: Appeals and equalization course and meeting requirements	M.S. 274.135
County Board of Appeal and Equalization: Length of session; record	M.S. 274.14
County Board of Appeal and Equalization: Members; meetings; rules; special boards	M.S. 274.13
Definition of real property; personal property; tract, lot, parcel, and piece or parcel; and market value	M.S. 272.03
Ethics seminar for all licensed assessors	M.S. 273.0755
Exempt abstract	M.S. 273.18
Exempt property	M.S. 272.02
Exempt property: Filing requirement	M.S. 272.025
Homestead application	M.S. 273.124, Subd. 13
Homestead determination	M.S. 273.124
Homestead established after assessment date	M.S. 273.124, Subd. 9
Lead hazard market value reduction	M.S. 273.11, Subd. 22
Limited market value	M.S. 273.11, Subd. 1a
Local assessors: Appointment and oath	M.S. 273.05
Local assessors: Delivery of assessment appraisal records; extensions	M.S. 273.065

Chapter 23: Appendix II - Miscellaneous

Topic	Statutory Citation
Local Board of Appeal and Equalization: Appeals and equalization course and meeting requirements	M.S. 274.014
Local Board of Appeal and Equalization: Meetings, deadlines, special boards, transferring duties to the county	M.S. 274.01
Local Board of Appeal and Equalization: Notice of meeting	M.S. 274.03
Manufactured homes assessed as personal property	M.S. 273.125
Market value definition	M.S. 273.032
Market value exclusion for homestead of disabled veteran	M.S. 273.13, Subd. 34
Market value homestead credits	M.S. 273.1384
Metropolitan Agricultural Preserves	Chapter 473H
Minnesota Agricultural property tax law (Green Acres)	M.S. 273.111
Minnesota Open Space Property Tax Law	M.S. 273.112
Non-metropolitan Agricultural Preserve	Chapter 40A
Omitted property	M.S. 273.02
PACE Course for AMAs and SAMAs	M.S. 273.0755
Plat Law for metropolitan counties	M.S. 273.11, Subd. 14a
Plat Law for metropolitan counties (on certain property)	M.S. 273.11, Subd. 14c
Plat Law for non-metropolitan counties	M.S. 273.11, Subd. 14b
Property subject to taxation	M.S. 272.01
Property tax due dates	M.S. 279.01
Property tax refund (regular and special refunds)	Chapter 290A
Property tax relief for disaster and destroyed property	M.S. 273.1231-273.1235
Property tax statements	M.S. 276.04
Quintile assessment requirement	M.S. 273.08
Referendum market value	M.S. 126C.01
Senior Citizen Property Tax Deferral	Chapter 290B
State Board of Assessors: Authority to establish rules	M.S. 270.47
State Board of Assessors: Charges for courses, examinations or materials	M.S. 270.44
State Board of Assessors: Creation; purpose; powers	M.S. 270.41
State Board of Assessors: Employment of licensed assessors	M.S. 270.50
State Board of Assessors: Licensure of assessors	M.S. 270.48
State Board of Equalization: Duties	M.S. 270.12

Topic	Statutory Citation
State Board of Equalization: Powers	M.S. 270.11
State general tax	M.S. 275.025
Sustainable Forest Incentive Act	Chapter 290C
Tax Court	Chapter 271
Training and education of property tax personnel	M.S. 273.0755
Truth in Taxation Process and Truth in Taxation Notices	M.S. 275.065
Valuation exclusion for certain improvements (This Old House)	M.S. 273.11, Subd. 16
Valuation Notices for manufactured homes assessed as personal property	M.S. 273.125, Subd. 1
Valuation Notices for real property	M.S. 273.121
Valuation of contaminated properties	M.S. 273.11, Subd. 17
Valuation of income-producing property (assessors must have successfully completed at least two income-producing property appraisal courses)	M.S. 273.11, Subd. 13
Valuation of property	M.S. 273.11
Valuation of restored or preserved wetland	M.S. 273.11, Subd. 11
Valuation reduction for homestead property damaged by mold	M.S. 273.11, Subd. 21

List of Minnesota Rules Adopted by the State Board of Assessors

The following is a list of the Minnesota Rules that have been adopted by the State Board of Assessors:

- 1950.1000 Definitions
- 1950.1010 Purpose and application
- 1950.1020 Licensure
- 1950.1030 Certified Minnesota Assessor (CMA)
- 1950.1040 Certified Minnesota Assessor Specialist (CMAS)
- 1950.1050 Accredited Minnesota Assessor (AMA)
- 1950.1060 Senior Accredited Minnesota Assessor (SAMA)
- 1950.1080 Continuing education
- 1950.1090 Conduct and discipline

Minnesota

State Board of Assessors

As one of the members of the MN State Board of Assessors, I felt it would be useful to identify what the Board is responsible for and who its members are.

There are **nine** members on the Board: **two** are from the Dept of Revenue - Deb Volkert (Assistant Director of the Property Tax Division) & Gary Amundson (Regional Representative), **two** are county assessors - Keith Albertsen (Douglas County) & Doreen Pehrson (Nicollet County), **two** assessors who are not county assessors (one must be a township local assessor and traditionally the other has been a city assessor) - Jan Jackson is a township assessor (and does several townships in St. Louis County) & Steve Sinell is the assessor for the city of Eden Prairie, **two** public members (traditionally one has been a real estate license holder) - David Marhula (an independent realtor from Baudette) & Gregg Larson (from Arden Hills and a city council member), and **one** from the private appraisal field with a professional designation. Mike Amo is an appraiser from St. Cloud and holds an MAI and a CAE designation. The person most assessors identify with is the person answering the phone and sending out the mail and that is the administrative assistant to the secretary of the Board, Pam Lundgren. (651-556-6086)
[\(pam.e.lundgren@state.mn.us\)](mailto:pam.e.lundgren@state.mn.us)

The Board meets approximately every other month but always in conjunction with the MAAO Summer Seminars and the Fall Conference.

One commonly misunderstood point that needs clarification is that the Board of Assessors is not an arm of the Department of Revenue or the MAAO (or vice versa) but does work closely with both.

The Board was created in 1971 to..."establish, conduct, review, supervise, coordinate and approve courses in assessment practices and establish criteria for determining assessor's qualifications..." (license levels). "The Board shall also consider other matters brought before it by the commissioner of revenue. The Board may grant, renew, suspend or revoke an assessor's license." In short, the Board of Assessors is an education and licensing Board and issues licenses to approximately 1000 assessors in the state. Due to recent legislative requirements, new courses have been developed. PACE (Professional Assessment Certification & Education) is required for all AMA & SAMA license holders and a Code of Conduct & Ethics course is required for all licensed assessors. Along with them, this course has also been developed to better prepare & train individuals to be assessors. Considerable time & effort has gone into developing these new courses & we hope that you make the most of this opportunity.

A. Keith Albertsen, CAE, SAMA
Chairman, MN State Board of Assessors

Mail Station 3340
St. Paul, MN 55146-3340

Phone: (651) 556-6086
Fax: (651) 556-3128
TTY: Call 711 for Minnesota Relay

A Career in Assessment

Why would anyone want to go into assessment? In the past, the field of assessment has perhaps been the subject of jokes, both by those in the profession as well as by those outside of it. The truth is that assessment can be a very rewarding profession. Previously, assessing, especially in out-state areas, was often a side job in addition to a “regular” job. However, in recent years, assessing has grown into a more respectable and full-time line of work. This can be attributed to more college-educated people entering into assessment, more stringent education requirements for licensing, continuing education, and an ever-changing economy.

Assessment provides a stable income that can be absent from the field of fee appraisal. While fee appraisal can be very lucrative during a strong economy, work assignments can also be very limited during a weak economy. In contrast, assessment provides a much more stable paycheck. In addition, assessment normally provides for an 8 to 5 workday, while fee work often requires working nights and weekends.

Jobs in public service typically have better benefits than jobs in the private sector. In fact, fee appraisers often act as independent contractors and have no benefits. In assessment, there is no pressure to complete a certain number of appraisals or bill out a certain amount in fees per month. As a general rule, a lot of the outside work is completed before winter. With fee appraisals, outside work is never done – appraisals must be done in the rain, snow and heat!

While most homeowners are happy to have a fee appraiser come look at their property, very few are excited to see the assessor at their door. Assessment professionals are often the only faces they will see with respect to their property taxes. Assessment professionals have a unique opportunity to educate taxpayers and help them understand the appraisal process and taxation system.

There are many opportunities for those who choose assessment as their profession. There are clerks, appraisers, local assessors, city assessors, county assessors, as well as opportunities at the Department of Revenue. The Department of Revenue employs information officers and appraisers who answer questions from taxpayers, appraisers, and assessors from across the state. They also advise the legislature on property tax legislation and provide educational opportunities for assessment personnel.

What Does an Assessor Do?

The assessor determines the market value of each taxable parcel based on the conditions of the market on January 2 of each year. Market value is the value determined by the assessor as the price the property would likely sell for on the open market. The assessor must have knowledge of the area and its sales to make a fair and equitable assessment.

The assessor is required by law to view each property at least once every five years. When the assessor views the interior of a property, he/she can make a more accurate assessment and eliminate any guesswork. The assessor bases his/her assessment on multiple factors, including size, age, condition, quality of construction and other features such as fireplaces, etc. The assessor compares the property to actual sales of similar properties in the area to determine the market value of a property.

Along with valuation, the assessor must determine the classification, or use, of each parcel of property. Property classifications are defined in Minnesota Statutes, and the assessor classifies the property based on its use as of January 2 of each year.

State Board of Assessors

The State Board of Assessors conducts, reviews, supervises, coordinates, and approves courses in assessment practices and establishes criteria for determining assessors' qualifications. In addition, the Board considers any other matters relating to assessment administration as brought forth by the Commissioner of Revenue. The Board may grant, renew, suspend or revoke an appraiser or assessor's license (Minnesota Statutes, Section 270.41, subdivision 1).

The State Board of Assessors consists of nine members who are appointed by the Commissioner of Revenue (Minnesota Statutes, Section 270.41, subdivision 2). The members include:

- two members from the Department of Revenue;
- two county assessors;
- two assessors who are not county assessors, one of which is a township assessor;
- one member from the private appraisal field who holds a professional appraisal designation; and
- two public members.

The State Board of Assessors may refuse to grant or renew, or may suspend or revoke, a license of an applicant or licensee for any of the following causes or acts (Minnesota Statutes, Section 270.41, subdivision 3):

- Failure to complete required training;
- Inefficiency or neglect of duty;
- Failure to comply with the Code of Conduct and Ethics for Licensed Minnesota Assessors, including:
 - Knowingly neglecting to perform a duty required by law;
 - Violation of the laws of this state relating to the assessment of property;
 - Unlawfully exempting property;
 - Knowingly and intentionally listing property on the tax list at substantially less than its market value or the level required by law in order to gain favor or benefit;
 - Knowingly and intentionally misclassifying property in order to gain favor or benefit.
- Conviction of a crime involving moral turpitude; or
- Any other cause or act that, in the Board's opinion, warrants a refusal to issue or renew a license, or a suspension or revocation of a license.

A licensed assessor, other person employed by an assessment jurisdiction, or anyone who contracts with an assessment jurisdiction (local assessor) to value or classify property for tax purposes is strictly prohibited from making private appraisals or analyses, accepting a private appraisal assignment, or preparing a private appraisal report on any property within the assessment jurisdiction where the individual is employed. Violation of this prohibition will result in immediate revocation of the individual's license to appraise property for tax purposes.

However, a formal resolution may be adopted by the governing body of a governmental unit that specifies the purpose for which such work will be done. The prohibition does not apply to appraisal activities undertaken on behalf of and at the request of the governmental unit that has employed or contracted with the individual. The resolution may only allow appraisal activities which are related to condemnations, right-of-way acquisitions, or special assessments (Minnesota Statutes, Section 270.41, subdivision 5).

Licensing Requirements

The State Board of Assessors has the authority to license those persons possessing the necessary qualifications of an assessing official (Minnesota Statutes, Section 270.48). This includes all county assessors, local assessors, and appraisers. Licenses are issued on a fiscal year basis beginning July 1 of each year and expiring June 30 of the subsequent year.

License levels include: Certified Minnesota Assessor (CMA), Certified Minnesota Assessor Specialist (CMAS), Accredited Minnesota Assessor (AMA), and Senior Accredited Minnesota Assessor (SAMA).

Every person who is regularly employed by the assessor to assist in making decisions regarding valuing and classifying property for assessment purposes is required to become licensed within three years of the date of employment (Minnesota Statutes, Section 270.48).

The legislature has determined that every senior appraiser in the Department of Revenue's Property Tax Division must obtain the SAMA designation from the State Board of Assessors. In addition, all Department of Revenue regional representatives and all county assessors must achieve their SAMA designation within two years of their first appointment. Failure to obtain or maintain the SAMA designation is grounds for dismissal, disciplinary action, or corrective action (Minnesota Statutes, Section 270C.98).

Provisional Status

The Board of Assessors provides Provisional Status for the purpose of encouraging on-the-job-training. Provisional Status is granted to individuals who have met the education requirements for the Certified Minnesota Assessor designation but who do not meet the one-year experience requirement. It provides an opportunity for hands-on training while working under another assessor's license. The licensed assessor becomes the mentor/teacher and is fully responsible for the work done by the holder of the Provisional Status. It should be emphasized that the holder of the Provisional Status is not licensed to assess property. Once this person has met the one-year experience requirement, he or she may then apply for the Certified Minnesota Assessor's license from the Board of Assessors. There is no fee to apply for provisional status.

Certified Minnesota Assessor (CMA)

The following requirements must be met to receive the CMA license (Minnesota Rules, Section 1950.1030):

- Assessment Laws, History and Procedures (Course A). There is no alternative to this course.
- MAAO Appraisal Principles **and** MAAO Residential Appraisal Procedures or the following Board-approved alternates:
 - IAAO 101 – Fundamentals of Real Property Appraisal.
 - Appraisal Institute – Basic Appraisal Principles **and** Basic Appraisal Procedures.
 - ProSource (now Kaplan Professional Schools) – all four of the following courses:
 - 101 – Introduction to Appraisal Principles I
 - 102 – Introduction to Appraisal Principles II
 - 103 – Introduction to Appraisal Practices I
 - 104 – Introduction to Appraisal Practices II

- One elective course – choice of one course from the approved list. It is recommended that the chosen elective course be on a subject that is pertinent to the types of properties which the assessor will be appraising.
- Assessment experience – one calendar year (12 months) of apprenticeship under a licensed assessor.
- License application to the State Board of Assessors with a \$55 fee.

A bachelor's degree in real estate may be substituted for some of the course work. An associate's degree or higher (other than a four-year real estate degree) may be substituted for the elective course. Contact the State Board for specific information.

Note: On July 1, 2006, the courses MAAO Appraisal Principles **and** MAAO Residential Appraisal Procedures took the place of Residential Appraisal (Course B). If you have successfully completed Residential Appraisal (Course B), you do not need to take MAAO Appraisal Principles **or** MAAO Appraisal Procedures (or the Board-approved alternates listed).

Certified Minnesota Assessor Specialist (CMAS)

The following requirements must be met to receive the CMAS license (Minnesota Rules, Section 1950.1040):

- Certified Minnesota Assessor designation.
- Two electives - choice of two elective courses from the approved list, which were not used for the Certified Minnesota Assessor designation.
- One passing form appraisal – a seminar on Form Appraisal Reports is available through the MAAO. It is suggested that the applicant for the specialist designation take the seminar prior to writing the form appraisal. Contact the MAAO for forms and instructions: <http://www.mnmaao.org>.
- Assessment experience – two years.
- License application to the State Board of Assessors with a \$65 fee. If this designation is achieved during the same fiscal year as relicensure, the fee is the difference between the two designation fees.

Accredited Minnesota Assessor (AMA)

The following requirements must be met to receive the AMA license (Minnesota Rules, Section 1950.1050):

- Assessment Laws, History and Procedures (Course A). There is no alternative for this course.
- MAAO Appraisal Principles **and** MAAO Residential Appraisal Procedures or the following Board-approved alternates:
 - IAAO 101 – Fundamentals of Real Property Appraisal
 - Appraisal Institute – Basic Appraisal Principles and Basic Appraisal Procedures.
 - ProSource (now Kaplan Professional Schools) – all four of the following courses:
 - 101 – Introduction to Appraisal Principles I
 - 102 – Introduction to Appraisal Principles II
 - 103 – Introduction to Appraisal Practices I
 - 104 – Introduction to Appraisal Practices II
- MAAO Techniques of Mass Appraisal or approved alternative.
- IAAO 400 or approved alternative.
- Basic Income Approach to Value (Course J) or approved alternative.
- IAAO 151 – Standards of Practice and Professional Ethics or approved alternative.
- One elective course.

Chapter 1: A Career in Assessment

- Passing grade on a narrative appraisal, a bachelor's degree in real estate or a passing form report on residential property and successful completion of the Minnesota Residential Case Studies Examination. (A seminar on Narrative Report Writing is offered periodically through the MAAO. It is suggested that applicants take the seminar prior to writing the narrative appraisal.)
- Assessment experience – three years.
- A successful oral interview with the State Board of Assessors.
- License application to the State Board of Assessors with an \$80 fee. If this designation is achieved during the same fiscal year as relicensure, the fee is the difference between the two designation fees.

A bachelor's degree in real estate may be substituted for some of the course work. Contact the State Board for specific information.

Note: On July 1, 2006, the courses MAAO Appraisal Principles **and** MAAO Residential Appraisal Procedures took the place of Residential Appraisal (Course B). If you have successfully completed Residential Appraisal (Course B), you do not need to take MAAO Appraisal Principles **or** MAAO Appraisal Procedures (or the Board-approved alternates listed).

Senior Accredited Minnesota Assessor (SAMA)

The following requirements must be met to receive the SAMA license (Minnesota Rules, Section 1950.1060):

- Assessment Laws, History and Procedures (Course A). There is no alternative for this course.
- MAAO Appraisal Principles and MAAO Residential Appraisal Procedures or the following Board-approved alternates:
 - IAAO 101 – Fundamentals of Real Property Appraisal
 - Appraisal Institute – Basic Appraisal Principles and Basic Appraisal Procedures.
 - ProSource (now Kaplan Professional Schools) – all four of the following courses:
 - 101 - Introduction to Appraisal Principles I
 - 102 - Introduction to Appraisal Principles II
 - 103 - Introduction to Appraisal Practices I
 - 104 - Introduction to Appraisal Practices II
- MAAO Techniques of Mass Appraisal or approved alternative.
- IAAO 400 or approved alternative.
- Basic Income Approach to Value (Course J) or approved alternative.
- IAAO 151 – Standards of Practice and Professional Ethics or approved alternative.
- One elective course.
- Passing grade on a narrative appraisal, a bachelor's degree in real estate, or a passing form report on residential property and successful completion of the MN Residential Case Studies Examination.
- One additional income appraisal course.
- A passing income narrative appraisal; or a passing appraisal on income producing property that has been submitted to tax court, or successful completion of the Minnesota Income Property Case Studies Exam. (A seminar on Narrative Report Writing is offered periodically through the MAAO. It is suggested that applicants take the seminar prior to writing the narrative appraisal.)
- Assessment experience – five years.
- License application to the State Board of Assessors with a \$105 fee. If this designation is achieved during the same fiscal year as relicensure, application fee is the difference between the two designation fees.

A bachelor's degree in real estate may be substituted for some of the course work. Contact the State Board for specific information.

Note: On July 1, 2006, the courses MAAO Appraisal Principles **and** MAAO Residential Appraisal Procedures took the place of Residential Appraisal (Course B). If you have successfully completed Residential Appraisal (Course B), you do not need to take MAAO Appraisal Principles **and** MAAO Appraisal Procedures (or the Board-approved alternates listed).

Continuing Education Requirements

In addition to the requirements necessary for licensing, the Board of Assessors has established a program of required continuing education for each level of licensure within each licensing period. This is necessary to improve, update, and maintain the knowledge and abilities needed to achieve excellence in the area of assessing.

In the past, the units of measurement for continuing education were a Continuing Education Unit (CEU) or Board Education Unit (BEU). One CEU was defined as “10 contact hours of participation in a Board of Assessors approved program and was awarded by the University of Minnesota.” A BEU was equivalent to a CEU. It was awarded by the Board of Assessors for Board-approved courses and seminars which were not taken through the University of Minnesota.

In May 2006, the Board announced that it no longer has a need to differentiate between BEUs and CEUs. These education units are now referred to as Continuing Education Hours or CEHs. This will not change the required number of hours of continuing education needed for each level of licensure. One hour of attendance at approved courses and seminars will be worth one CEH.

During each four-year licensing period, CMA and CMAS licensed assessors are required to attain at least 40 CEHs, and AMA and SAMA licensed assessors are required to attain at least 50 CEHs. All seminars and courses must be at least three hours long to receive credit for continuing education.

Ethics Seminar for All Licensed Assessors

As a result of the 2005 legislative session, the Department of Revenue was required to develop a code of conduct and ethics for all licensed Minnesota assessors for recommendation to the State Board of Assessors (Laws 2005, First Special Session Chapter 3, Article 1, Section 38). The department formed a team to develop the code of conduct and ethics. The team included representatives of the Minnesota Association of Assessing Officers, the State Board of Assessors, and department employees. The code was developed and recommended to the State Board of Assessors for consideration at their December 6, 2005 meeting. The Code of Conduct and Ethics as adopted by the State Board of Assessors is effective March 1, 2006.

All licensed assessors who are licensed for one year or more in a four-year cycle will be required to attend and participate in an ethics seminar developed and presented by the Commissioner of Revenue. This requirement must be met at least once in every four-year period, beginning with the current four-year educational licensing period ending June 30, 2008 (Minnesota Statutes, Section 273.0755, paragraph c). The code of conduct and ethics for licensed Minnesota assessors will be presented as part of this course, and by taking this course, you will satisfy the ethics requirement for this licensing period (Laws 2005, First Special Session Chapter 3, Article 1, Section 38).

Chapter 1: A Career in Assessment

PACE Course for AMAs and SAMAs

Beginning with the four-year licensing period starting on July 1, 2000, all AMAs and SAMAs are required to successfully complete a week-long course on Minnesota laws (PACE Course) sponsored by the Department of Revenue at least once during each four-year licensing period (Minnesota Statutes, Section 273.0755, paragraph a).

Other Educational Requirements

The Commissioner of Revenue **may** also require that every county and every city that has its own assessor have a person on staff who is certified by the Department of Revenue in sales ratio calculations, tax calculations, and the proper preparation of abstracts of assessment (Minnesota Statutes, Section 273.0755, paragraph b). Of these three certifications, the department is only requiring that a person on staff be certified in tax calculations at this time. The Tax Calculation course is currently offered online at:
http://taxes.state.mn.us/taxes/property_tax_administrators/admin_ed/admin_education.shtml

Fee Schedule

The fees charged by the State Board of Assessors are as follows (Minnesota Statutes, Section 270.44):

SAMA license	\$105	Narrative appraisal grading fee	\$ 60
AMA license	\$ 80	Reinstatement fee	\$ 30
CMAS license	\$ 65	Record retention fee	\$ 25
CMA license	\$ 55	Educational transcript fee	\$ 20
Form appraisal grading fee	\$ 35		

Qualifications for Appraising Income-Producing Properties (Income Qualified)

Only licensed assessors who have successfully completed **at least two income-producing property appraisal courses** (known as “income qualified”) may value income-producing properties for tax purposes (Minnesota Statutes, Section 273.11, subdivision 13). Each year, the State Board of Assessors issues a list of appraisers who are income qualified. Income-producing property includes but is not limited to:

- Commercial-industrial and public utility;
- Transit zone;
- Four or more unit rental housing;
- Hospitals;
- Section 8 housing;
- Golf courses; and/or
- Manufactured home parks.

Qualifications of a County Assessor

As stated previously, all county assessors must achieve their SAMA designation within two years of their first appointment. Failure to obtain or maintain the SAMA designation is grounds for dismissal, disciplinary action, or corrective action. All appointments are made by the County Board of Commissioners and are subject to approval of the Commissioner of Revenue (Minnesota Statutes, Section 270C.98 and Section 273.061).

For More Information

The State Board of Assessors provides more information on education and licensing requirements in its *Minnesota Assessor Education and Licensing Program Manual*. The manual can be found on their website at http://www.taxes.state.mn.us/taxes/property_tax_administrators/other_supporting_content/assess.shtml

Questions

Anyone with questions concerning licensure, certification, continuing education, or rules should contact Pam Lundgren by mail at Pam Lundgren, State Board of Assessors, 600 North Robert Street, St. Paul, MN 55146-3340; by phone at (651)556-6086; or by email at pam.e.lundgren@state.mn.us

Professional Memberships

Minnesota Association of Assessing Officers (MAAO)

The Minnesota Association of Assessing Officers (MAAO) is a professional organization of assessing officers. It serves as an organization to promote education, accreditation, and professionalism in the area of ad valorem assessment administration. Each year MAAO hosts Summer Seminars during May in St. Cloud and a Fall Conference which includes keynote speeches and additional educational offerings for assessment personnel. More information about MAAO can be found on its website at: <http://www.mnmaao.org>.

Minnesota Association of Assessment Personnel (MAAP)

The Minnesota Association of Assessment Personnel (MAAP) is an organization of assessment office personnel. The purpose and objective of the organization is to further the work experience and knowledge of assessment personnel through education, communication, and participation. The organization meets twice a year: in August, for a two-day educational workshop, and in December, for the winter business meeting. The annual membership fee of \$10 includes a semi-annual publication called “The Communicator” that informs members of meetings and other assessing news. For more information, a brochure has been included in your manual. It includes a membership application and contact information.

North Central Regional Association of Assessing Officers (NCRAAO)

The North Central Regional Association of Assessing Officers (NCRAAO) is a regional organization of assessing officers. The organization consists of 11 states: North Dakota, South Dakota, Minnesota, Nebraska, Kansas, Missouri, Illinois, Indiana, Michigan, Iowa, and Wisconsin. More information about NCRAAO can be found on its website at: <http://www.ncraao.org/>.

International Association of Assessing Officers (IAAO)

The International Association of Assessing Officers (IAAO) is an educational and research association of individuals in the assessment profession and others with an interest in property taxation. Membership is open to anyone and includes individuals working in government, private industry, academia, and members of the general public. The mission of IAAO is to promote innovation and excellence in property appraisal and property tax policy and administration through professional development, education, research and technical assistance. More information about IAAO can be found on its website at: <http://www.iaao.org>.

Local Assessors

Local assessors are assessors who contract with a city or township to perform its assessment. They are hired by the local jurisdiction – not by the county assessor.

The duty of a local assessor is to appraise and classify all property in the assessment district. This includes:

- Identifying all property in the jurisdiction.
- Maintaining an accurate property record card on all property in the jurisdiction. Each property record should have a sketch with accurate measurements. Some jurisdictions also require photos.
- Property records should also contain information regarding the quality of construction, condition, any depreciation (physical, functional, or economic), and amenities of the property.
- Identifying the use of the property.
- Information on the occupancy of the property for homestead purposes.
- Locating and valuing new construction each year.
- Attending local board of appeal and equalization meetings.
- Making any changes as dictated by the local board of appeal and equalization.
- Other information as specified by each local jurisdiction or the county. For example, some counties require local assessors to do their own splits/combinations, homestead applications, etc.

Any book work such as mailing of valuation notices is typically done by the county assessor.

Local assessors must complete all appraisal records and deliver them to the county assessor by **February 1** of each year. Any work not completed by the local assessor by February 1 must be completed by the county assessor. The cost of completing the work may be charged to the assessment district. Extensions of time to complete the appraisal records may be granted to the local assessor by the county assessor with the approval of the county board.

County Assessors

Each county in the state is required to have a county assessor. The county assessor is appointed by the board of county commissioners based on his/her knowledge and training in the field of property assessment and taxation. The Commissioner of Revenue must approve the appointment before it becomes effective. The Commissioner of Revenue may grant approval on a probationary basis for a period of two years. The commissioner must base the decision to impose a probationary period on objective and consistent criteria. At the end of the two-year probationary period, the commissioner may either refuse to approve the appointment for the remainder of the term, approve the appointment but only for another two-year probationary period, or unconditionally approve the appointment for the remainder of the term (Minnesota Statutes, Section 273.061, subdivision 1).

The term of office of the county assessor is four years. A new term begins on January 1 of every fourth year after 1973 (2009, 2013, 2017, 2021...). When a vacancy occurs, the county board of commissioners shall fill the office for the remainder of the term, by appointment, within 90 days. During that time, the deputy assessor (or if there is no deputy, the county auditor's appointee) will perform the functions of the assessor.

If the county board does not intend to reappoint a county assessor, they must present written notice to the county assessor no later than 90 days prior to the termination of the term. If written notice is not made by this day, the county assessor will be automatically reappointed by the county board (Minnesota Statutes, Section 273.061, subdivision 2).

The county board may terminate the term of the county assessor at any time, on charges of **malfeasance, misfeasance or nonfeasance** made by the Commissioner of Revenue.

Malfeasance can be defined as wrong or illegal conduct, or an unlawful act, especially those committed by politicians or civil servants. This term is often used when a professional or public official commits an illegal act that interferes with the performance of his or her duties. Examples of malfeasance would be an elected official who accepts a bribe in exchange for political favors, an assessor who intentionally undervalues a county commissioner's house in order to obtain or retain their appointment, or an assessor who intentionally undervalues a friend or family member's property.

Misfeasance can be defined as illegally performing something legal; acting improperly or illegally in performing an action that is, in itself, lawful. This term is frequently used when a professional or public official does his job in a way that is not technically illegal but is nevertheless mistaken or wrong. Examples of misfeasance include granting a full agricultural homestead to fractional ownership interests, exempting a parsonage that is rented, or classifying a property that had been classified as seasonal residential recreational as a relative homestead.

Nonfeasance can be defined as the failure to meet legal obligations; failure to do something that is legally obligatory. It is the failure to perform or complete neglect of a contractual duty. Examples would be an assessor that does not physically inspect properties in their jurisdiction at least once every five years, an assessor who does not assess new construction, or a county assessor who does not review the work of a local assessor.

Basic Duties of the County Assessor

Basic duties of the county assessor include:

- Responsible for instructing and directing local and city assessors and appraisers to perform their duties under the laws of the state **to ensure that a uniform and equalized assessment of all property in the county is attained.**
- Keep the local assessors and appraisers in the county advised of all changes in assessment laws.
- Provide information to local and county boards of appeal and equalization.
- Confer with assessors in neighboring counties in order to attain a uniform and equalized assessment.
- Ultimately responsible for final assessments and classifications based on the values reported by local or deputy assessors.
- Ultimately responsible for the accuracy and timely completion of the Spring and Fall mini-abstracts, assessment abstract, and exempt property abstract.
- Required to make a diligent search each year for real and personal property that has been omitted from the assessment, and report all such omissions to the county auditor.
- Responsible for mailing valuation notices.

Chapter 4: Roles and Duties

The county assessor must examine the appraisal records of each local assessor at any time after **December 1** of each year. If the county assessor finds that the local assessor is not proceeding satisfactorily with the assessment, the assessor should immediately give notice, in writing, to the governing body of that district. The notice must include the deficiencies of the quantity or quality of the work and the corrective action to be taken.

If the deficiencies are not substantially remedied by the local assessor within 30 days, the county assessor may, with the approval of the county board, complete the assessment. The costs of completing the assessment are charged to the assessment district. When the county assessor has completed the assessment, the local assessor may resume the assessment function of the district. This does not apply to cities whose assessors have the powers and duties of a county assessor pursuant to Minnesota Statutes, Section 273.063 (Minnesota Statutes, Section 273.064).

Staff Appraisers

The county assessor may employ one or more assistants (appraisers) and clerical help in order to complete the assessment work. Appraisers must meet the qualifications set forth by the State Board of Assessors (Minnesota Statutes, Section 273.061, subdivision 4).

Typically, staff appraisers will have essentially the same duties as a local assessor. For example, they will be responsible for inspecting property, maintaining property record cards, classifying property, attending local board of appeal and equalization meetings, fielding taxpayer phone calls, etc.

Other County Officials

County Auditor

County auditors are responsible for determining tax rates, administering delinquent real property taxes, elections, and the overall accounting functions of the county. In addition, the county auditor keeps a record of all taxable property in the county and delivers a list of property owners and their respective taxes to the county treasurer. He or she is also responsible for the accuracy and timely submittal of the Tax Increment Financing, Tax List, and Mobile Home abstracts to the Department of Revenue. Additional duties include but are not limited to administration of repair or construction of the counties ditches, administration of the tax forfeiture process, calculating Green Acres paybacks, administration of Tax Increment Financing, publishing the county's annual financial statement, processing deeds and plats, and administration of special assessments.

County Treasurer

County treasurers collect and distribute current property taxes and special assessments, administer delinquent personal property taxes, and are responsible for sending out Truth in Taxation Notices and Property Tax Statements. Treasurers also administer the state deed and mortgage registry taxes.

County Recorder

County recorders maintain the vital records (births, deaths, and marriages) of the county as well as record all transfers of property, liens, mortgages, satisfactions, and other official documents.

Commissioner of Revenue

The Commissioner of Revenue is appointed by the Governor and employed at the discretion of the Governor. The commissioner's basic responsibilities with regard to property tax include:

- To exercise **general supervision** over the administration of the property tax laws, assessors, town, county, and city boards of appeal and equalization, and all other assessing officers in the performance of their duties, to the end that all assessments of property be made relatively just and equal in compliance with the laws of the state.
- Confer with, advise, and give the necessary instructions and directions to local assessors and local boards of appeal and equalization throughout the state as to their duties under the laws of the state.
- Direct proceedings, actions, and prosecutions to be instituted to enforce the laws relating to the liability and punishment of public officers and officers and agents of corporations for failure or negligence to comply with the provisions of the property tax laws, and cause complaints to be made against local assessors, members of boards of appeal and equalization, or any other assessing or taxing officer, to the proper authority, for their removal from office for misconduct or negligence of duty.
- Require county attorneys to assist in the commencement of prosecutions in actions or proceedings for removal, forfeiture, and punishment, for violation of the property tax laws in their respective districts or counties.
- Require town, city, county, and other public officers to report information as to the assessment of property, and such other information as may be needed in the work of the commissioner, in such form as the commissioner may prescribe.
- Transmit to the governor, on or before the third Monday in December of each even-numbered year, and to each member of the legislature, on or before November 15 of each even-numbered year, the report of the department for the preceding years, showing all the taxable property subject to the property tax laws and the value of the same, in tabulated form.
- Inquire into the methods of assessment and taxation and ascertain whether the assessors faithfully discharge their duties.
- To receive complaints and examine all cases where it is alleged that property subject to taxation has not been assessed or has been fraudulently or for any reason improperly or unequally assessed, or the law in any manner evaded or violated, and cause to be instituted such proceedings as will remedy improper or negligent administration of the property tax laws.
- To raise or lower the market value of any real or personal property of any person, provided that before any such assessment against the property of any person is raised, notice of an intention to raise the market value and of the time and place at which a hearing will be held shall be given to such person, by mail, addressed to the person at the place of residence listed upon the assessment book, at least five days before the day of such hearing.
- Can order a reassessment of any or all real and personal property in any assessment district.
- Can also order a special assessor to complete the reassessment.
- Can recommend to the State Board of Assessors the non-renewal, suspension, or revocation of an assessor's license.
- Can require the county auditor to place upon the assessment rolls omitted property which may be discovered to have escaped assessment and taxation in previous years.
- The Commissioner of Revenue acts as the State Board of Equalization.
- The Commissioner of Revenue is also required by law to assess several types of real and personal property. These properties are: Flight Property, Railroads, Pipelines, and Electric Powerlines.

- To exercise other powers and perform other duties required of or imposed upon the Commissioner of Revenue by law, including assisting local assessors in determining the estimated market value of industrial special-use properties and establishing a methodology to estimate the agricultural value of lands enrolled in the “Green Acres” program.

State Board of Equalization

The Commissioner of Revenue constitutes the State Board of Equalization, and in that capacity, is empowered to reduce wide disparities in assessment levels between counties and among the several classes of property within counties (*see Chapter 13 for more information about the State Board of Equalization*).

State Assessed Property

The Commissioner of Revenue is required by law to make the assessment of several types of real and personal property. The properties that are assessed by the Commissioner of Revenue are listed below.

Flight Property: The flight property of all airline companies operating in Minnesota is to be assessed annually by the Commissioner of Revenue. Aircraft with a gross weight of less than 30,000 pounds and used on intermittent or irregularly timed flights are excluded. All real and personal property of an airline company, except flight property, is to be taxed as otherwise provided by law. (M.S. 270.072)

Railroads: The operating property of every railroad company doing business in Minnesota is to be valued by the Commissioner of Revenue in accordance with Laws 1979, Chapter 303, Article 7. The non-operating property of railroad companies doing business in Minnesota is to be assessed as otherwise provided by law. (M.S. 270.81)

Pipelines: The personal property, consisting of the pipeline system of mains, pipes, and attached equipment, of pipeline companies and others engaged in the operations or business of transporting natural gas, gasoline, crude oil, or other petroleum products by pipelines are to be listed with and assessed by the Commissioner of Revenue. (M.S. 273.33)

Electric Powerlines: The responsibility for the assessment of personal property of electric light and power utilities is divided between the local assessors and the Commissioner of Revenue. Personal property of electric light and power companies which is located within a city is assessed where located by the local assessor. (M.S. 273.36) The personal property of electric light and power companies having a fixed situs outside the corporate limits of a city are listed and assessed where situated. (M.S. 273.37) All transmission and distribution lines and equipment attached to them, having a fixed situs outside the corporate limits of cities, with the exception of distribution lines taxed under M.S. 273.40 and M.S. 273.41, are listed and assessed by the Commissioner of Revenue. (M.S. 273.37)

Chapter 19: Basic Timeline for Assessment Cycle

Basic Timeline of Assessment Cycle

January 2	Assessment date for both real and personal property (273.01; 273.125, subdivision 1).
January 2	Date by which personal property (manufactured homes, park trailers, travel trailers and improvements) must be classified as taxable or exempt (272.02, subdivision 38).
February 1	Last day for local assessors to deliver assessment appraisal records to the county assessor (273.065).
February 1	Last day to file for exemption from taxation with the assessor (272.025, subdivision 3).
March 31	Last day to mail tax statements for all real and personal property, except manufactured homes (276.04, subdivision 3).
March – April	Notices of valuation and classification are mailed. These must be mailed 10 days prior to the Local Board of Appeal and Equalization (274.01, subdivision 1; 273.121).
April 1	First day for convening sessions of Local Boards of Appeal and Equalization (274.01, subdivision 1).
April 15	First day for convening sessions of State Board of Equalization (270.12, subdivision 2).
April 30	Last day to file Tax Court petition for dispute over value that affects the taxes payable in the current year.
May 1	Last day to file with the assessor for 4c(3)ii non-profit community service oriented organization classification for the current year assessment (273.13, subdivision 25).
May 1	Last day to apply to the assessor of the taxing district for deferment of next year's taxes under the agricultural property tax program (Green Acres) (273.111, subdivision 8).
May 15	First half real property taxes due except for class 1c or 4c seasonal commercial and some class 3a commercial properties without penalties being added (270.95; 279.01).
May 29	Last day for owners of manufactured homes assessed as personal property to establish homestead and apply for homestead treatment with the county assessor (273.124, subdivision 9).
May 31	Last day to adjourn sessions of Local Boards of Appeal and Equalization (274.01, subdivision 1).
May 31	Last day for class 1c and class 4c resort property and qualifying class 3a commercial property to pay the first half of property taxes (279.01).

Last 10 Meeting Days in June	County Board of Appeal and Equalization (274.14).
June 30	Last day of the meeting of State Board of Equalization (270.12, subdivision 2).
July 1	Date by which taxable real property becomes exempt for that year's assessment if acquired by certain governmental, church or educational entities (272.02, subdivision 38).
July 1	Real property that was exempt which, due to sale or other reason, loses its exemption prior to July 1, is placed on the assessment rolls for that year (272.02, subdivision 38).
July 1	All assessments of real and personal property are finalized. No changes, except where authorized, may be made after this date (274.175).
July 1	Last day for senior citizens to file for property tax deferment for taxes payable the following year (290B.04, subdivision 1).
July 1	Last day disabled veterans with qualifying homesteads can file initial applications and reapplications with the assessor for value exclusion for the current assessment year (273.12, subdivision 34).
July 15	Last day to mail tax statements to owners of mobile homes (273.125, subdivision 3).
August 15	Due date for filing for Property Tax Refund, Form M-1PR (289A.18, subdivision 5).
August 31	Last day to pay the first half of personal property tax on manufactured homes (273.125, subdivision 3).
October 1	Last day to file for blind/disabled homestead (both residential and agricultural) for the following year's assessment (273.1315).
October 15	Last day to pay second half of real property taxes unless part of the property is classified agricultural (270.95; 273.165, subdivision 1; 279.01; 469.04, subdivision 3).
November 15	Last day to pay second half personal property taxes on manufactured homes (273.125, subdivision 3).
November 15	Last day to pay second half of real estate taxes on class 1b, 2a, and 2b agricultural properties (279.01, subdivision 3).
December 1	Last day for owners of real property to establish homestead for current year assessment (273.124, subdivision 9).
December 15	Last day for taxpayers to file a homestead application with the assessor for that year's assessment (273.124, subdivision 9).
December 31	Last day to remove from the assessment rolls property that has become tax-forfeited, and add to the assessment rolls any tax-forfeited property that has been repurchased or sold (272.02, subdivision 38).

Frequently Asked Questions

Part I - Education

How does one become an assessor?

The requirement to become a Certified Minnesota Assessor is: successful completion of Course A, *Assessment Laws, History and Procedures*; the 2-part Course B consisting of, *Residential Appraisal Principles* and *Residential Appraisal Procedures* (or Board approved alternates) and one Board Approved Elective (we have a list of them); and one year of assessment experience. In the case of an **appraiser**, the Board will accept Course A, and a current appraisers license as an alternate for the education requirements but requires two years of appraisal experience. Provisional status may be granted to individuals who have completed the education requirement but have no experience. I generally send the *Assessor Answers* brochure out and ask them to call if they have further questions.

Can I use my Real Estate education to become an assessor?

Yes, if you have a 4-year Real Estate *degree* from St. Cloud State University, the University of St. Thomas, or any other university with a Real Estate Degree program that will fulfill the requirement, however, you still must pass Course A. In addition, the Board will also allow use of the degree for some of the requirements for the AMA designation. Submit a copy of your transcript and we'll go over it.

Can you tell me when the next SCSU courses are being given?

Sometimes, if we have the current brochure. Most of the time the information is available on the MAAO website: www.mnmaao.org

I failed a course and want to retest or I want to challenge a course. What's the procedure?

If you failed a course, you may retake an exam *once* and *you must wait until 30 days after the course ended*. Should you fail on the retake, you must retake the course. Course challenges can be done the same way, but they must be given at least 30 days before the course begins or after the course ends. There is a \$50 Course Challenge fee. If the test is failed, attendance at the course is required. (Hence the reason for the 30 days before the class is held). Any course challenges or retakes on tests must be scheduled through Steve Behrenbrinker or Pam Lundgren.

Do I get CEH's even if I fail the exam?

Yes. CEU's are based on the hours that class is attended, including the test - full attendance at a week long course is 3.0 CEH's. Some assessors attend the courses as refreshers and don't take the test. They receive 2.8 CEH's for attending a week long course.

What was my test score?

Sorry, I can only tell you if you passed or failed. This is the policy and we must uphold it.

I am a CMA or CMAS and need to know if I can repeat the Property Valuation Course (PVC) every year to earn the required BEU's for relicensure?

Yes, you can. Only AMA and SAMA designations are prohibited from repeating the PVSC in a four-year block for relicensure. They are limited to twice within a 4-year block.

What do we get for CEH's for attending the Property Valuation Course?

Each day is 6 hours of instruction and is granted .6 CEH's for a total of 1.2 CEH's for the course.

How do ProSource courses fit into the assessor education program?

- 1) You may substitute courses 100 – 106 sponsored by the ProSource Company as alternative courses for the 2 weeks of Course B and a Board sponsored elective. Courses 101-105 are alternates only for the 2 weeks of Course B.
- 2) Any income property appraisal educational requirements must be met with the use of at least one (1) Board sponsored or IAAO or Appraisal Institute sponsored income property educational course unless specific approval to use another income course is granted by the Board. Specific approval will be given on a case by case basis and may require the successful completion of the Week J or the IAAO 102 or 112 Income Course test.

How will my college courses fit into the assessor education program?

College level educational courses are accepted only for continuing education credit and cannot be used as a course alternative. However, a two or four year degree in a field other than Real Estate may be accepted for continuing education credit if:

- 1) They are sponsored by a recognized post secondary educational institution.
- 2) They are at least a three (3) credit course based on the quarter system.
- 3) The course has a final examination.
- 4) The student receives a passing grade on the course.
- 5) The subject matter of the course is *directly related* to the appraisal or assessment field.

The Board will consider these requests on a case by case basis.

Q. If the AMA or SAMA designation is new, when does the assessor need to attend the PACE Course?

A. The *PACE* course is a requirement for the 4-year block FOLLOWING the 4-year block in which the new designation was granted.

Q. Who has to take the Code of Conduct and Ethics Course?

A. Everyone who is a licensed assessor must attend the Ethics Course. However, if you completed *Course A: Assessment Laws, History and Procedures* after July 1, 2006, the Ethics Course is included in that course and does not need to be taken again until the next 4-year block which begins July 1, 2008 and ends June 30, 2012.

Part II - Designations

What are the various designations and what are the requirements

The Board of Assessors has established four levels of licensure for assessors. Assessors may be required to achieve higher levels of licensure in order to assess certain districts or to obtain certain assessor positions. The requirements for each level of licensure are as follows:

Certified Minnesota Assessor - C.M.A.

1. Course A - Assessment Laws, History and Procedures. (No alternative to this course)
2. Course B - Residential Appraisal Principles
3. Course B – Residential Appraisal Procedures
3. One Elective Course - choice of one course from the list.
4. Experience – one full year of assessment experience.
5. Application to Board of Assessors with a \$55.00 fee.

It is recommended that the chosen elective course be on a subject that is pertinent to the types of properties which the assessor will be appraising.

Note: Certification may also be achieved by successfully completing Course A and the successful completion of four self-directed programmed instruction courses as alternates to the 2 week Course B requirement (either on-line or correspondence courses) offered by the International Association of Assessing Officers (I.A.A.O.). Successful completion of an elective is also required. The four courses are:

- An Introduction to the Market Data Approach to Value
- An Introduction to the Cost Approach to Value
- Site Analysis and Evaluation
- An Introduction to the Income Approach to Value

Certified Minnesota Assessor Specialist - C.M.A.S.

1. Certified Minnesota Assessor
2. Two electives - choice of two elective courses, from the list, which were not used for certification. (or four days of approved seminars may be substituted for 1 elective course. This must be approved in advance by the Board).
3. One form appraisal* - forms and instructions will be provided.
4. Experience - two years.
5. Application to Board of Assessors with a \$65.00 fee.

Note: A seminar on Form Appraisal Reports is available. It is suggested that the applicant for the specialist designation take the seminar prior to writing the form appraisal.

Accredited Minnesota Assessor – AMA

1. Course A - Assessment Law, History and Procedure (No alternative)
2. Course B - Residential Appraisal Principles
3. Course B – Residential Appraisal Procedures
4. Course H - Techniques of Mass Appraisal or IAAO 300
5. Course K - Assessment Administration or IAAO 400
6. Course J - Basic Income Approach to Value or IAAO 200
6. IAAO 151 Standards of Practice and Professional Ethics (or approved alternative)
7. One elective course or five days of approved seminars
8. Passing grade on a Narrative Appraisal or a passing Form Report and successful completion of the Residential Case Study Examination.
9. Experience - Three years
10. A successful oral interview with the Board
11. Application to Board of Assessors with a \$80.00 fee.

Senior Accredited Minnesota Assessor – SAMA

All of the requirements for the AMA designation plus:

1. One additional Income Appraisal Course
2. A passing Income Narrative Appraisal or Tax Court Narrative (this must be approved in advance) or successful completion of the Income Case Study Examination.
3. Experience - 5 years
4. Application to Board of Assessors with a \$105.00 fee.

Pre-Licensure Requirements

The Board of Assessors has made it possible for persons who have the necessary education, but no assessment experience, to work in the assessment field. This Provisional Status has been created for the purpose of encouraging “on-the-job training”. It provides an opportunity for hands-on training while working under another assessor’s license. The license holder becomes the mentor/teacher and is

responsible for the Provisional Status Candidate's acquisition of the experience requirement. When the candidate has met the experience requirement, she/he should then contact the Board and request an Application for Certified Minnesota Assessor. The requirements for Provisional Status are as follows:

Provisional Status

1. Course A - Assessment Laws, History and Procedures. (No alternative to this course)
2. Course B - Residential Appraisal Principles
3. Course B – Residential Appraisal Procedures
4. One Elective Course - choice of one course from the list.
5. Application to Board of Assessors. There is no fee for the application for Provisional Status.

It is recommended that the chosen elective course be on a subject that is pertinent to the types of properties which the assessor will be appraising.

Note: Provisional Status may also be achieved by successfully completing Course A and the successful completion of four self-directed programmed instruction courses as alternates to the 2 week Course B requirement (either on-line or correspondence courses) offered by the International Association of Assessing Officers (I.A.A.O). The four courses are:

An Introduction to the Market Data Approach to Value

An Introduction to the Cost Approach to Value

Site Analysis and Evaluation

An Introduction to the Income Approach to Value

Q. How do I contact IAAO?

A: IAAO
314 W. 10th Street
Kansas City, MO 64105-1616
Website: www.iaao.org

Q. How do I contact Kaplan Professional Schools?

Mail: Kaplan Professional Schools
1295 Bandana Boulevard, Suite 245
St. Paul, MN 55108

Phone: (651) 523-1080
Toll Free: (888) 523-1080
Fax: (651) 641-1372

Web Site: www.kpsminnesota.com

I sent in my license application last month (or whenever) and still haven't heard anything. Where's my license?

Chances are the individual sent in an application for either Provisional Status or CMA. So much material is covered in Week A that students aren't certain which is the designation and which is the license. No license can be granted until the designation is approved by the Board. So, the best thing to do in this case, is find out if they currently have a designation. If not, they probably sent in an application for CMA and must wait until the Board meets and approves the application. Once certification is granted, a license application is automatically generated at the appropriate time and will go out to them in the mail. Remember, a CMA has a maximum of two years to become licensed. If the request is for Provisional Status, the Board must approve it, however, there is no license because the experience requirement has not yet been met, therefore no designation has been granted.

I didn't receive my license application/license.

There shouldn't be a lot of these questions, but every now and then an assessor moves and forgets to send us a new address. That's generally the first response - did you move recently? If so, get the new address and I'll change the database and generate a new application.

If a license gets lost in the mail (and it does happen) ask them for the 7-digit account number and the deposit date stamped on the back of the cancelled check. I can usually track it down from there. Once in a while an assessor just mails the check and forgets to send the license application - the only identification we have for processing. Document processing then does one of two things: 1) returns the check with a form letter stating that there's no tax type associated with the payment, or 2) deposits it to Special Taxes or some other tax type of account.

IAAO
314 W. 10th Street
Kansas City, MO 64105-1616
Website: www.iaao.org

Part III - Board of Assessors

How often does the Board of Assessors meet?

Generally speaking, every six weeks, depending on the agenda. We always meet in conjunction with MAAO Conferences in the Spring and Fall.

Why do you meet in St. Cloud?

It's centrally located and accessible from nearly everywhere in the state.

Who makes the decision to appoint a Board member?

The Commissioner of Revenue

How many members are on the Board and who are they?

There are nine members of the Board:

Two County Assessors – Keith Albertsen, Douglas County Assessor and Doreen Pehrson, Nicollet County Assessor.

Two Dept. of Revenue Members – Deb Volkert, Assistant Director of the Property Tax Division and Gary Amundson, Regional Representative from the Property Tax Division.

One City Assessor Member – Steven Sinell, Eden Prairie City Assessor

One Township Assessor Member – Jan Jackson, local assessor from St. Louis County

One Designated Appraisal Member –Mike Amo who holds the MAI designation from the Appraisal Institute.

Two Public Members, one from the Real Estate Profession and one private citizen – Gregg Larson represents private citizens on the Board and David Marhula is our realtor member.

Part IV -Other Types of Questions

Can you verify property ownership at such and such an address?

No. All 87 counties in Minnesota maintain their own records. Please call the county assessors office for that information. By the way, the number for Ramsey County is: (612) 266-2000 (we get quite a lot of these, so it's committed to memory). If necessary, I look up the appropriate county phone number once they give the city name.

Where can I get an example of a demonstration narrative?

Assessors may now find examples of both residential and income demonstration narratives on the MAAO website. Stephen Behrenbrinker, the St. Cloud City Assessor has the password to enter the website. He can be contacted at: 320/650-3352 or via e-mail at: stephen.behrenbrinker@ci.stcloud.mn.us

MAAO Weeklong Education Offerings

Assessment Laws and Procedures (ALP). This is a 30 hour tested introductory course dealing with the assessment field in Minnesota. Participants will learn about property tax laws in Minnesota, real estate law and assessment procedures. This course is designed for individuals who are just beginning their study of the assessing field, but also can serve as a review for persons currently working in assessment.

Appraisal Principles. This 30 hour tested course will introduce participants to real estate practices and basic appraisal principles. This course is the basic foundation for other appraisal courses. The Minnesota Department of Commerce has approved this course for Appraiser Pre-licensing credit.

Appraisal Procedures. This 30 hour tested course will introduce the participants to basic appraisal procedures for the valuation of residential properties. Emphasis will be on the three approaches to value and the valuation process through lecture and problem solving. The Minnesota Department of Commerce has approved this course for Appraiser Pre-licensing credit.

Basic Income Approach (formerly known as Course J) This 30 hour tested course will introduce participants to the use of the income approach when valuing income-producing properties. Emphasis is on practical applications of appraisal methods through the use of lecture and problem solving. The Minnesota Department of Commerce has approved this course for Appraiser Pre-licensing credit.

Mass Appraisal Basics (formerly known as Course H) This 30-hour tested course introduces the participants to the mass appraisal process for assessment purposes. Emphasis is on review of the three approaches to value and applications of mass appraisal techniques with the use of statistics and sales ratio studies. This course is presented by lecture, problem solving and case studies.

Minnesota Assessment Administration (formerly known as Course K) This 30 hour tested course is currently not being offered and is in the process of being updating. Plans are to have it presented in 2009.

FAQ

MAAO Weeklong Course Committee (WCC)

What is the WCC and what is its purpose?

The purpose of the WCC is to administer the development and management of the MAAO's weeklong courses. The committee consists of Bob Wilson, MAAO Education Chairperson, Keith Albertsen, Chairperson of the Minnesota Board of Assessors, John Hagen, Manager of the Education and Information Section of the Department of Revenue Property Tax Division, and Stephen Behrenbrinker, MAAO Weeklong Course Coordinator. The WCC coordinator is a non-voting paid member of the committee.

What are the MAAO weeklong courses?

MAAO sponsors 30-hour courses as follows:

- **Assessment Laws and Procedures (ALP)** developed and instructed by Minnesota Department of Revenue (DOR) staff. This course is generally offered twice per year, January-February in the metro area and July in St. Cloud.
- **MAAO Appraisal Principles**, developed by Stephen Behrenbrinker, CAE and instructed by MAAO instructors or contract instructors. This course is offered once per year during the summer in St. Cloud.
- **MAAO Appraisal Procedures**, developed by Stephen Behrenbrinker, CAE and instructed by MAAO instructors. This course is offered following the Appraisal Principles course once per year.
- **MAAO Basic Income Approach (AKA Course J)**, developed and instructed by Bob Wilson, CAE and Stephen Behrenbrinker, CAE. This 30-hour income course is offered on alternate years with IAAO-102, Basic Income Approach to Valuation.
- **MAAO Mass Appraisal Basics (AKA Course H)**, developed by Stephen Behrenbrinker, CAE and instructed by MAAO instructors. This course is offered once per year.
- **Minnesota Assessment Administration (AKA Course K)**, is currently in the re-development stage and is planned to be offered in 2009. Minnesota DOR will be the developers and instructors.
- A variety of IAAO courses will be offered based on demand. IAAO 102- Basic Income Approach to Value is offered on alternate years with MAAO Basic Income Approach.

All of these courses are thirty hours in length plus an exam and have been approved for 30 hours of continuing education by the Minnesota Board of Assessors. MAAO Appraisal Principles, MAAO Appraisal Procedures, MAAO Basic Income Approach, MAAO Mass Appraisal Basics have been approved by the Department of Commerce for 30 hours of continuing education. All courses can be used for Board of Assessor continuing education hours and the exam is optional if attending for continuing education purposes only.

The WCC also sponsors and coordinates other weeklong offerings that may include courses from IAAO, ASFMRA or other appraisal organizations or educational entities.

When and how do I register for a course?

The WCC sets dates and locations for our annual offerings as early as possible so attendees can arrange their budgets and schedules. Registration forms are available on the MAAO web site and instructions are included. Payment, cancellation, refund information, course schedules, course requirements and lodging information is also available on the website for each course.

www.mnmaao.org

What courses do I need to obtain an assessor's license?

The MAAO website provides a link to the Minnesota Board of Assessors information about the different levels of licensure and the requirements for each level of licensure.

Are scholarships available for the courses?

MAAO does provide a limited number of scholarships for the weeklong courses. Information and scholarship applications are available on the MAAO web site.

When will I get my exam results?

Exam results will be mailed to the registrant at the address provided on the registration form. All exams are electronically scored, the WCC members and course coordinator review the results of the scoring for any exam issues and then the results are mailed to the registrant as soon as possible, typically within 2-3 weeks. Do not contact the instructor, the exam results will not be provided over the phone and will be supplied only to the registrant. For non-MAAO courses,

i.e., IAAO, the exams are scored and mailed from that organization and MAAO has no control over that process.

Who maintains my records of attendance and exam scores from these courses?

Attendees are responsible for maintaining their own educational records including exam results. The Minnesota Board of Assessors and MAAO do maintain records from each of the courses also but it is the primary responsibility of the registrants to manage their education transcripts.

If I fail the final exam can I re-test?

An attendee is allowed to re-test the final exam one time. The attendee should contact the WCC coordinator to arrange for the re-test. The re-test must be within 90 days of the course and the re-exam fee is \$50.00. The re-exam time and location will be determined by the WCC coordinator. A re-exam application is available on the MAAO website.

Can I challenge an exam?

Yes, persons can challenge any of the MAAO weeklong courses final exams. The fee is \$50.00 and applications are available on the MAAO website. Times and locations of course challenges will be determined by the WCC coordinator. Course materials are also available for purchase for a fee of \$50.00. Contact the WCC coordinator for further details. No continuing education hours are given for course challenges. If an applicant fails the course challenge he/she is required to attend the course to get credit for the course.

Who do I call or contact if I have a question?

Questions or comments about the weeklong courses should be referred to the WCC Coordinator, Stephen Behrenbrinker. He can be contacted at 320-650-3352; email stephen.behrenbrinker@ci.stcloud.mn.us or 400 2nd Street South, St. Cloud, MN 56301.

Regular Member: Any person performing the duties of Assessor or Deputy or Appraiser whose responsibility is the valuation of property, classification, or assessment administration for ad valorem tax purposes and who is employed by or contracted with a governmental entity may become eligible for Regular Membership in the Association with all rights and privileges including the right to vote, to hold office, to serve on committees and receive the publication of the Association together with all items of general mailing by making written application to the Secretary-Treasurer and payment of prescribed dues. Only Regular Members, in good standing, shall be eligible to serve as an officer, director and/or committee chairperson.

Associate Member: Any former Assessor, now retired, or part-time person performing the duties of Assessor whose duty is the valuation of property for ad valorem tax purposes and who is employed by any political subdivision in the State of Minnesota, shall be eligible for Associate Membership in the Association. The Associate Member's rights and privileges shall be limited to receiving the publication of the Association and a copy of the minutes of each Annual or Special Meeting by making written application to the Secretary-Treasurer and payment of prescribed dues.

Affiliate Member: Persons not eligible for Regular or Associate Membership but who are interested in the science of assessment and who subscribe to the Objectives of the Association are eligible to become Affiliate Members. The Affiliate Member's rights and privileges shall be limited to receiving the publication of the Association and a copy of the minutes of the Annual or Special Meeting by making written application to the Secretary-Treasurer and payment of prescribed dues.

Minnesota Association of Assessing Officers—Membership Application

Please Print or Type

Name:

(Last) _____ (First) _____ (MI) _____

Title: _____ Employer: _____ MAAO Region: _____

Office Address: _____ City, State, Zip: _____

Referred by: _____ E-Mail: _____

Please check the appropriate boxes:

CMA CMAS AMA SAMA

Membership Dues:

Regular \$75 Associate \$35 Affiliate \$75

New Members Half Price for the 1st Year

Signature _____

Date _____

Complimentary issue of the award winning publication “Equal Eyes”

Please refer to the magazine attached or enclosed with this resource toolkit.

Dan Franklin Scholarship

Background

In 1998 the Minnesota Association of Assessing Officers (MAAO) established an educational scholarship in memory of Dan Franklin who passed away in 1997. Dan was always a promoter of assessor education and served diligently on the MAAO Education Committee. Dan was instrumental in the development of the "Minnesota Property Valuation Short Course" which is now taught all across Minnesota.



Dan was also President of MAAO in 1963. It is through Dan's commitment to education and professionalism that MAAO establishes this memorial.

Eligibility Requirements

Individuals are not required to be members of MAAO to apply. A first year paid membership will be included at the student, affiliate or associate level as part of the award. The first year membership will be paid for by MAAO.

Scholarships are awarded to candidates who demonstrate financial need and submit a completed application.

Scholarships are awarded throughout the year for expenses incurred in obtaining the course work necessary for State Licensure at the Certified Minnesota Assessor (CMA) level.

Scholarships are also awarded to those individuals taking the college level course work necessary to earn a degree majoring in real estate.

Visit the website for more scholarship information and apply on line.

The *mission* of IAAO is to promote innovation and excellence in property appraisal, property tax policy and administration through professional development, education, research, and technical assistance.

IAAO will be the internationally recognized leader and preeminent source for innovation, education, and research in property appraisal, assessment administration, and property tax policy. We will serve the profession by developing the standards, techniques, and procedures used to maintain accurate property values; the research programs to remain preeminent; the education programs to teach others; the programs for professional designation of assessment personnel to recognize excellence; and the technical assistance and research programs to be the international source for property appraisal, assessment administration, and property tax policy

The Benefits of IAAO Membership

The IAAO offers a variety of membership benefits to help keep the assessment professional at the top of his or her level of expertise. The assessment profession is constantly changing, and as an IAAO member, you need access to the most up-to-date, relevant information. Some of your membership benefits include:

- **Education:** Low-cost education programs help you meet the challenges of an increasingly complex career. IAAO offers a variety of courses from hi-tech to the basics of tax assessment. IAAO publications and textbooks are known as credible information sources, for their depth and quality of information.
- **Professional Designations:** The IAAO Professional Designation Program acknowledges members who challenge themselves to meet the rigorous requirements to earn the prestigious IAAO Designations. The five internationally recognized designations are: Certified Assessment Evaluator (CAE); Residential Evaluation Specialist (RES); Cadastral Mapping Specialist (CMS); Personal Property Specialist (PPS); and Assessment Administration Specialist (AAS).
- **Peer Networking and Leadership Opportunities:** Meet other Assessment professionals to share common ideas, concerns and interests at IAAO educational seminars and events. The best minds in your profession are at your fingertips through the Member-Lookup feature for Members-Only on the IAAO website. Get industry-specific information by joining a Special Interest Council or Section. Help shape industry policies by volunteering for a committee or other leadership role.
- **Technical Assistance Program:** Since 1969, IAAO has provided objective, insightful advice to jurisdictions nationwide through its Technical Assistance Program. Leveraging years of research, training, and experience, IAAO is able to

offer specialized consulting and technical advice on a broad range of assessment issues.

Exclusively for IAAO Members

The following benefits and services are available *only to IAAO Members*. Nonmembers are not eligible for special discounts, and in some cases, cannot even use the IAAO services at all. For example:

- Member-only discounts on seminars and the IAAO Annual Conference.
- Subscriptions to the *Journal of Property Tax Assessment and Administration* and *Fair & Equitable* magazine.
- Member-only discounts on IAAO publications.
- Member-only access to special sections of the IAAO Website
- The IAAO Library Search, and complimentary pages of photocopying (up to 25 pages per request.)

IAAO as an Organization

The International Association of Assessing Officers (IAAO) is an educational and research association of individuals in the assessment profession and others with an interest in property taxation.

As a member of IAAO, you support the goals and mission of our organization. The IAAO's mission is to promote innovation and excellence in property appraisal and property tax policy and administration through professional development, education, research, and technical assistance. Membership is open to anyone and includes individuals working in government, private industry, and academia, as well as members of the general public.

Membership Application: click link below
http://www.iaao.org/membership/membership_info.asp

Or print and complete the attached application and submit to IAAO.

WE ANSWER YOUR QUESTIONS ABOUT IAAO



Q WHAT DOES YOUR ORGANIZATION DO TO KEEP MEMBERS UP-TO-DATE ON PROFESSIONAL DEVELOPMENTS?

A WE MAKE SURE YOUR PROFESSIONAL INFORMATION IS THE BEST IN HAND AND ONLINE.

- Fair & Equitable monthly magazine
- Journal of Property Tax Assessment & Administration quarterly professional journal
- IAAO Professional Standards
- IAAO Web site, www.iaao.org, with special members only section
- Members-Only Broadcast E-mails — membership issues, events and opportunities

Q DOES IAAO HAVE A CONTINUING EDUCATION PROGRAM?

A YES! OUR IN-DEPTH CONTINUING EDUCATION OPPORTUNITIES MAKE YOU THE BEST YOU CAN BE.

- Introductory IAAO courses for those new to the assessment profession
- Continuing Education is very affordable, and offered in several formats and at several locations to fit the needs of experienced assessment professionals — from extensive 5-day courses to 2-day workshops and 1-day forums.

Q IS THERE A PROFESSIONAL DESIGNATIONS PROGRAM?

A YES! FOR CUTTING EDGE COMPETENCY: OUR PROFESSIONAL DESIGNATIONS PROGRAM

The fair and equitable assessment of property for tax purposes requires a high level of mass appraisal skills to determine estimates of value, as well as single-property appraisal skills for defending assessments before tribunals and reviewing authorities. The IAAO Professional Designations Program is designed to increase the professional competency of assessment personnel through education. We offer five internationally recognized professional designations:

- Certified Assessment Evaluator (CAE)
- Residential Evaluation Specialist (RES)
- Cadastral Mapping Specialist (CMS)
- Personal Property Specialist (PPS)
- Assessment Administration Specialist (AAS)



Q HOW IN-DEPTH ARE YOUR RESOURCES WHEN I HAVE QUESTIONS?

A THE PAUL V. CORUSY LIBRARY IS ONE OF THE VALUABLE MEMBER RESOURCES.

- Member-Link on the IAAO Web site is a searchable database of articles in the IAAO Library, and is exclusively for IAAO members.
- 10,000 volumes of literature
- Access to over 600 periodicals

IAAO publishes several textbooks that serve as standards in the assessment profession including:

- Assessment Administration (August 2004)
- Valuation of Subsidized Housing (February 2004)
- Assessment Practices Self-Evaluation Guide (2003; revised 2004)
- Issues Confronting Properties Affected by Contamination or Environmental Problems (2002)

Q HOW DOES IAAO REMAIN AT THE FOREFRONT OF COMPLEX ASSESSMENT ISSUES?

A THE IAAO HAS WRITTEN AND PUBLISHED ELEVEN ASSESSMENT STANDARDS, INCLUDING:

- Standard on Automated Valuation Models
- Standard of Property Tax Policy.

Q I NEED TO DEVELOP MY PROFESSIONAL NETWORK. HOW DO I GET INVOLVED IN IAAO?

A AN IAAO MEMBERSHIP GIVES YOU AN INSTANT INTERNATIONAL NETWORK, AND OPPORTUNITIES FOR LEADERSHIP.

- Meet assessment professionals from around the world at meetings and conventions.
- Use the IAAO Network to make invaluable connections. If an assessor in California needs to know how an assessment office in Connecticut has successfully converted to a Computer-Assisted Mass Appraisal (CAMA) system, IAAO can make that connection for any member ... fast.
- Leadership positions on IAAO committees and the Executive Board provide rewarding opportunities to learn from the best minds in our profession.

Q WHAT DISCOUNT PROGRAMS DO YOU OFFER MEMBERS?

A YOU GET ACCESS TO ALL THESE MEMBERSHIP DISCOUNT PROGRAMS AND MORE.

- Publications
- Seminars
- Conference Registration
- Text Books
- Standards
- 5:8 Conference Proceedings

STEP UP TO IAAO AND STAND OUT IN THE CROWD

The International Association of Assessing Officers (IAAO) is a nonprofit educational and research association of individuals in the assessment profession, and others with an interest in property valuation.

Membership is open to anyone and includes individuals working in government, private industry and academia, as well as members of the general public.

IAAO MEMBERSHIPS

Regular Membership

is available to all officers, officials, and employees of a governmental authority or jurisdiction whose duties are related to property valuation, property tax administration, or property tax policy. All persons engaged as individuals or employees of an organization whose primary business is to provide professional services to governmental officers, officials or offices of a governmental authority or jurisdiction in support of the property valuation, property tax administration, or property tax policy functions.

Associate Membership

is available to all officers, officials, or employees of governmental agencies not directly involved in property valuation, property tax administration, or property tax policy, all officers, administrators, employees and enrolled students of educational institutions and/or individuals involved in or interested in property valuation, property tax administrations, or property tax policy.

Regular Retired Membership

is available to all persons who have retired from full-time employment and who have been regular members for at least 15 years, consecutive or otherwise.

Retired Associate Membership

is available to all persons who have retired from full-time employment and who have been associate members for at least 15 years, consecutive or otherwise.

"It's great to know I have a network of assessors I can call upon at any time."

Donna McCabe, AAS
Chief Assessor
Wellesley, MA
Member since 1988

INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS MEMBERSHIP APPLICATION



Join IAAO and register for seminars at the reduced member rate!

Please print or type

Name _____ Title _____

Jurisdiction/Firm _____

Office Street Address _____

Office City _____ Office State/Province/Country _____ Office ZIP/Postal Code _____

Office Phone _____ Office Fax _____

Office E-mail _____

Home Street Address _____

Home City _____ Home State/Province/Country _____ Home ZIP/Postal Code _____

Home Phone _____ Home Fax _____ Home E-mail _____

Send mail to: Office Home Check here if you do not have an e-mail address or do not wish to provide an e-mail address.
E-mail is a vital link between IAAO and its members. It is IAAO policy not to sell, rent, or distribute e-mail addresses.

Person referring applicant (if anyone): _____ Name _____

I hereby apply for membership in the International Association of Assessing Officers and agree to comply with the requirements of the IAAO Code of Ethics and Standards of Professional Conduct. If accepted for membership, I will abide by the IAAO Constitution, pay the established dues, and comply with the Code and Standards.

Signature _____ Date _____

Please indicate if you have been convicted of a felony or crime of office which may reflect on your ability to abide by the IAAO Code of Ethics and Standards of Professional Conduct. Yes No

Councils and Sections Interest Areas* (check all that apply)

- Computer Assisted Appraisal Section
- Mapping and GIS Section
- Personal Property Section
- Metropolitan Jurisdiction Council (contact Membership Dept. to join a council)
- Public Utility Section
- State and Provincial Council (contact Membership Dept. to join a council)

Office use only:

Prices are quoted in US dollars and are subject to change. Prices are guaranteed through December 31, 2007.

*You must be an IAAO member to be eligible for membership in these groups.

International Association of Assessing Officers Membership

Membership Categories	Dues
<input type="checkbox"/> Regular Member	\$175
<input type="checkbox"/> Associate Member	\$180
<input type="checkbox"/> Retired Member*	\$80

(*requires 15 consecutive years of membership at time of retirement)

TOTAL MEMBERSHIP DUES \$ _____

For information about an accredited membership designation go to www.iaao.org.

Dues are payable in advance. Please complete this application and return with payment of dues:

If paying by credit card, please provide the information requested below and fax to 816/701-8149.

VISA MasterCard AMEX _____
 Card Number

Cardholder Name (Print) _____ Expiration Date _____ Cardholder Signature _____

W7ZZZ

If paying by check, please make check payable to IAAO in U.S. Funds and mail to:
 IAAO Bank Lockbox, P.O. 504183, St. Louis, MO 63150-4183 (The returned check charge is \$25.00)
 2009 Resource Toolkit for Assessors

IAAO Organizational Contact Information:

Toll Free Number: 800/616-IAAO (4226)

Main Telephone: 816/701-8100

Facsimile: 816/701-8149

Executive Office

Executive Director	Lisa Daniels, MPA	(816) 701-8120
Executive Assistant	Vickie Turner	(816) 701-8100

Administration Department

Director of Administration	Angela Blazevic, AAS	(816) 701-8123
Accounting Manager	Mary Ann Deming	(816) 701-8147
Billings Supervisor	Ashley Lathrop	(816) 701-8125

Membership Department

Director of Membership	Anne Winter	(816) 701-8101
Administrative Assistant	Chris Thorman	(816) 701-8122
Assistant Membership Director	David Reed	(816) 701-8105
Member Care Specialist	Aaron Weatherford	(816) 701-8141

Professional Development Department

Director of Professional Development	Dr. Graydon Dawson	(816) 701-8130
Assistant Director of Professional Development	Wanda Musick Witthar	(816) 701-8137
Shipping and Fulfillment Coordinator	Mario Gipson	(816) 701-8131
Education Manager	Jean Spiegel	(816) 701-8133
Exam and Records Processor	Matt York	(816) 701-8136

Conference and Meetings Department

Director of Conference and Meetings	Cari Rodriguez, CMP, CMM	(816) 701-8115
Conference and Meetings Coordinator	Lauren Harlan	(816) 701-8109

Publications and Marketing Department

Director of Publications and Marketing	Christopher Bennett	(630) 293-9386
Marketing Manager	Leann Ritter	(816) 701-8161
Ad Sales Representative	Mario Gipson	(816) 701-8131
Administrative Assistant	Chris Thorman	(816) 701-8122

Research and Technical Services Department

Research Librarian	Angie Anthony, MLS	(816) 701-8117
Technical Assistance		(816) 701-8100

Leadership: <http://www.iaao.org/leadership/ExecutiveBoard20062007.asp>

Frequently Asked Questions: <http://www.iaao.org/aboutus/faq.asp>



International Association of Assessing Officers
314 W. 10th Street, Kansas City, MO 64105 Phone: 816-701-8100
CAE AAS CMS RES PPS Professional Designations

Professional Designations

The fair and equitable assessment of property for tax purposes requires a high level of mass appraisal skills to determine estimates of value, as well as single-property appraisal skills for defending assessments before tribunals and reviewing authorities. Therefore, the IAAO developed and instituted a program of professional designations designed to increase the professional competence of assessment personnel through education.

CAE - Certified Assessment Evaluator

The purpose of the CAE designation is to recognize professionalism and competency in wide range of matters covering property valuation for tax purposes, property tax administration and property tax policy. To obtain a CAE designation a candidate:

- Must be an IAAO member in good standing.
- Must have five (5) years of experience in the assessment /assessment field.
- Must have successfully completed IAAO courses 101, 102, 112, 311 or 312, and 400.
- Must successfully complete one of the following USPAP options:
 - If a candidate prior to January 1, 2003: The Appraisal Foundation's National USPAP Workshop or the IAAO's Workshop 151. Providing that 151 was taken prior to 1/1/03
 - If a candidate after December 31, 2002: IAAO's Workshop 151 or the Appraisal Foundation's National USPAP Workshop offered through another course provider *and* IAAO's Workshop 171 or the IAAO's online Standards of Professional Practice and Ethics Workshop.

Must satisfactorily complete one residential and one commercial project. **One of the projects must be a narrative appraisal report.**

Residential options are:

- A real property demonstration appraisal report.
- A real property demonstration appraisal report on the computer assisted valuation of a group of residential properties.
- The eight-hour RES case study exam and course 201.

Commercial options are:

- A real property demonstration appraisal report.
- An eight-hour mass appraisal case study exam.

(ONLY IF RESIDENTIAL DEMONSTRATION APPRAISAL REPORT WAS COMPLETED FOR PROJECT OPTION 1)

After all other requirements have been met, the candidate must pass an eight-hour comprehensive exam.

AAS - Assessment Administration Specialist

The purpose of the AAS designation is to recognize professionalism and competency in administration of a variety of functions for property tax purposes. To obtain a AAS designation a candidate:

- Must be an IAAO member in good standing.
- Must have three (3) years of experience in the assessment/appraisal field.
- Must have successfully completed IAAO courses 101, 102, 400, 402, and thirty (30) additional credit hours relating to mass appraisal or public administration.
- For USPAP requirements, please refer back to the CAE USPAP requirement.

Must satisfactorily complete:

- An assessment administration case study examination,
- Or, an assessment administration research project,
- Or, an evaluation of a jurisdiction's assessment practices.

After all other requirements have been met, the candidates must pass a four-hour AAS master examination.

CMS – Cadastral Mapping Specialist

The purpose of the CMS designation is to recognize professionalism and competency in cadastral mapping techniques and support proper valuation for tax purposes, property tax administration and property tax policy. To obtain a CMS designation a candidate:

- Must be an IAAO member in good standing.
- Must have three (3) years of experience in the field of cadastral mapping.
- Must have successfully completed IAAO courses 101, 600, 601 and ten (10) additional credit hours relating to cadastral mapping and/or geographical information systems.
- For USPAP requirements, candidate would be required to complete one of the following: IAAO 4-hour Online Ethics Course or IAAO Workshop 171 7-hour Ethics Workshop.

Must satisfactorily complete:

- Workshop 171 IAAO Standards of Practice and Professional Ethics.

After all other requirements have been met, must also pass a four-hour CMS master exam.

PPS – Personal Property Specialist

The purpose of the PPS designation is to recognize professionalism and competency in valuation of personal property for tax purposes. To obtain a PPS designation a candidate:

- Must be an IAAO member in good standing.
- Must have three (3) years of experience in appraising any class of personal property

or in administering a personal property valuation system.

- Must have successfully completed IAAO courses 101, 102, 500, and thirty (30) additional credit hours relating to appraising personal property.
- For USPAP requirements, please refer back to the CAE USPAP requirements.

Must satisfactorily complete:

- Personal property demonstration appraisal report.
- Or, an eight-hour personal property case study exam.

After all other requirements have been met, must also pass a four-hour PPS master examination.

RES – Residential Evaluation Specialist

The purpose of a RES designation is to recognize professionalism and competency in valuation of residential property for tax purposes. To qualify for the RES designation a candidate:

- Must be an IAAO member in good standing.
- Must have three (3) years of experience in the assessment/appraisal field.
- IAAO courses 101, 102, 300 and 311.
- For USPAP requirements, please refer back to the CAE USPAP requirements.

Must satisfactorily complete either:

- Real property demonstration appraisal report.
- Or, an eight-hour residential case study exam and IAAO course 201.
- Or, a real property demonstration appraisal report on computer assisted value of a group of residential properties.

After all other requirements have been met, must also pass a four-hour RES master examination.

See IAAO Procedural Rules for precise guidelines.



IAAO Courses

- **Course 101** — [Fundamentals of Real Property Appraisal](#)
- **Course 102** — [Income Approach to Valuation](#)
- **Course 112** — [Income Approach to Valuation II](#)
- **Course 122** — [Assessment and Appraisal Institute](#)
- **Course 201** — [Appraisal of Land](#)
- **Course 300** — [Fundamentals of Mass Appraisal](#)
- **Course 310** — [Applications of Mass Appraisal Fundamentals](#)
- **Course 311** — [Residential Modeling Concepts](#)
- **Course 312** — [Commercial/Industrial Modeling Concepts](#)
- **Course 320** — [Multiple Regression Analysis](#)
- **Course 400** — [Assessment Administration](#)
- **Course 402** — [Property Tax Policy](#)
- **Course 500** — [Assessment of Personal Property](#)
- **Course 600** — [Principles and Techniques of Cadastral Mapping](#)
- **Course 601** — [Cadastral Mapping - Methods & Applications](#)

Courses: Thirty hours of instruction and a final examination.

Course 101 - Fundamentals of Real Property Appraisal

Fundamentals of Real Property Appraisal is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course covers the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the income approach. Recommended: Property Assessment Valuation (PAV) textbook

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Course 102 - Income Approach to Valuation

Income Approach to Valuation is designed to provide the students with an understanding and working knowledge of the techniques required to estimate the market value of vacant or improved properties by the income approach. The material covers estate finance and investment, capitalization methods and techniques, analysis of income and expenses to estimate the selection of capitalization rates, and application of the approach. Recommended: Course 101, Property Assessment Valuation textbook

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Course 112 - Income Approach to Valuation II

A continuation of introductory course 102, this course emphasizes advanced concepts in the income approach to value. Compound interest tables in appraisal practice is taught. Comparison of the various capitalization methods and technical lecture and problem solving. This course presents in detail the contemporary capitalization methods of mortgage equity cash flow analysis.

Recommended: Course 101, 102, PAAA

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Course 122 - Assessment and Appraisal Institute

The Assessment and Appraisal Institute provides intensive two week instruction on the principles and practices of real estate as contained in IAAO Course 101, course 102 and The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP). It is designed to provide appraisal knowledge and skills in a highly concentrated format. The normal two and three course sequence is available in this two week format. Recommended: PAAA/PAV

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Course 201 - Appraisal of Land

Course 201 covers the theory and techniques of appraising land. Topics include classifying land; estimating highest and best use; discovering significant trends and factors and their effects on value; data collection; and selection of correct physical measurements for appraisal. The five land appraisal methods (sales comparison, allocation, anticipated use, capitalization and land residual capitalization) are studied in depth. Recommended: Course 101, 102, PAV/PAAA

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Course 300 - Fundamentals of Mass Appraisal

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements, analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to mass appraisal, and selection of a mass appraisal system.

Recommended: Course 101, 102, MARP

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Course 310 - Applications of Mass Appraisal Fundamentals

This residential and commercial application course builds on the theories and concepts taught in Course 300. It utilizes the demonstration of key concepts in a real-world setting. The course will provide the student with practical application techniques presented in Course 300. Recommended: Course 300, MARP

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Course 311 - Residential Modeling Concepts

Course 311 presents a detailed study of the mass appraisal process as applied to residential property. Topics covered include comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, application of the approaches to value, use of sales ratio studies, and valuation review techniques. Recommended: Course 300, MARP

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Course 312 - Commercial/Industrial Modeling Concepts

Course 312 presents a detailed study of the mass appraisal process as applied to income-producing property. Topics covered include property data, market analysis, sales comparison approach, cost approach, gross and net income approaches, model specification and calibration, and value review and maintenance. Recommended: Course 300, MARP

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Course 320 - Multiple Regression Analysis

Course 320 is an introductory offering designed to provide you with intensive training in the application of Multiple Regression (MRA). The course is built in a Windows™ environment and uses the statistical software SPSS for demonstrations. Course 320 is introducing you to the basic functions necessary to analyze a database. Learn how to develop frequency distributions, averages, etc. You will learn how to use various graphs to display the results of your analysis. You will also learn how to develop an additive multiple regression model using stepwise regression. Along with developing the model, you will learn what regression means and how to interpret them. Later you will test the results of the model once it has been developed. You will also use the MRA to calibrate a cost model market. Recommended: MARP

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Course 400 - Assessment Administration

Course 400 covers administrative concepts and procedures that can produce greater efficiency in the modern assessment. Students explore the key subsystems of an organization and how to operate them more effectively. Also included is the role of the assessor within an assessment organization: the processes of planning, directing, coordinating, organizing, budgeting, and evaluating the better utilization of human and physical resources. Topics include information systems, reappraisal, setting goals and objectives, appeals, data processing, public relations, personnel, budgeting, report reviews, ratio studies, evaluation, and appraisal practice. Recommended: Course 101, and The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP).

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Course 402 - Property Tax Policy

Course 402 offers students strategies for assisting in the effective formulation and implementation of tax policies and procedures. The course background enabling students to understand the context under which property tax policy is established. Students will learn the tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical guide to decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessors, administrators and students of taxation, as well as professional policy advisors who guide and make decisions on a regular basis.

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Course 500 - Assessment of Personal Property

Course 500 provides a comprehensive program of study for those who assess personal property for ad valorem tax purposes. The course covers a review of property tax administration and the nature of value, the following aspects of personal property assessment: categories of personal property, discovery, the valuation process, valuation guidelines and quality control, depreciation, and special problems. Recommended: PAV

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Course 600 - Principles and Techniques of Cadastral Mapping

Course 600 serves as an introduction to property ownership mapping with an emphasis on the preparation and use of maps. Topics covered include ownership data gathering, map sources, mapping equipment, base maps, conveyances, acreage mapping administration, and parcel identification systems. A comprehensive set of case problems covering the metes and bounds system and the rectangular survey system is included in the course material. Recommended: Course 101, PAV

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Course 601 - Advanced Mapping Methods & Applications

Course 601 provides a comprehensive program of study, applying the knowledge and abilities taught in course 600 to the advanced level. A comprehensive set of case problems is utilized to enhance your learning experience.

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Section 2

Minnesota Tax Court Information

Tax Court Q & A for Assessors

MAAO Tax Court Committee
February 2007

The following Q & A report is an attempt to provide assistance to newly appointed assessors who may have limited experience with petitions filed in the Minnesota Tax Court. Although specific cases and circumstances will vary, this Q & A attempts to provide an outline of the resources, concepts and tools helpful in handling valuation challenges in a Minnesota assessing offices.

A. Summary of the Minnesota Tax Court Process:

Taxpayers may challenge an assessor's value by filing a petition with MN Tax Court, per MN Statutes Chapters 271 & 278. The Tax Court also has jurisdiction over Sales Tax and Income Tax issues. The Minnesota Tax Court is a specialized, executive branch court specifically established by the Minnesota Legislature to hear only tax related cases. Although the Tax Court is located in the Minnesota Judicial Center in St Paul; the judges travel throughout the state to conduct trials. See www.taxcourt.state.mn.us for more information of Minnesota Tax Court. (Pages from the website are included in the addendum to this handout.)

B. Should I file the form for a Taxpayer?

No. The owner may file the forms, or an attorney may file the forms. (See Tax Court website. example of forms.)

C. Should I Provide the Blank Petition Forms?

No, it is the responsibility of the owner or the attorney to file the necessary forms. They are downloadable from Tax Court website.

D. I have received a petition. What should I do now?

The assessor should be served with three copies of the petition from the petitioner or their attorney or legal representative. The assessor keeps one copy; one is forwarded to the school district and one to the city or township where the property is located. The petition will state the owner, the parcel, and the name and address of the attorney (if not pro se, which means the owner is not using an attorney, but rather handling the appeal personally). Contact should be made with the petitioner or attorney to discuss the case, get information regarding the nature of the appeal, discuss the situation, determine if any appraisals are available, and to set an inspection date of the property. In the case of income producing property, MN 278.05 subd 6 (a) requires that certain income and expense information be provided to the assessor within 60 days of the filing deadline or the petition may be dismissed. Advise the petitioner of this requirement so they are fully informed of what documentation must be submitted.

E. Should I attempt to resolve the issue immediately, or should I wait for the petitioner to contact me?

Usually discussion with the petitioner or attorney is beneficial to hear the issues and concerns of the owner, and to get a feel for the appraisal facts of the case. Then a review of the market value needs to be completed, and compared to the current assessor's value. Don't wait to start this review process or you will end up unprepared when the property owner wants to schedule a meeting to discuss the case. Most times the trail dates are not set until months after the petition is filed. Some attorneys like to resolve multiple years' values so they may not be motivated to resolve a single year's value quickly.

F. If an attorney or tax representative files the petition, can I contact the property owner directly?

If the owner files a case pro se (handling the case without an attorney), contact the owner directly. If the owner has an attorney who has filed the petition, or has an authorized tax representative who is handling the case, the assessor should deal with that person. Remember, as assessor may ask for authorization from an owner to indicate who is the actual representative for property tax matters.

G. When should I hire outside experts to testify in Tax Court?

The primary factors are the experience, time commitment required, resources needed and difficulty of the appraisal situation. If the assessor is trained in commercial-industrial-apartment appraisals, is income certified with the Department of Revenue, and can be an effective witness in the Tax Court proceedings, they could do the appraisal and testify themselves. If the subject property is a complex, high value and/or special purpose property with difficult appraisal issues involved, it may be worth hiring an outside appraiser who has expertise in that area. Remember that USPAP does have a competency rule. The Tax Court Judges are generally very considerate of first-time assessors to the Tax Court, so one should not be afraid to testify with proper preparation. (See the MAAO Mock Trial Video for insights into testifying in Tax Court.)

In complex properties or high value cases, remember that the cost/benefit analysis of hiring outside experts should be considered, and your county attorney should be included in this discussion, as well as county board members or other stakeholders in the jurisdiction. A discussion regarding the assessor's expertise and time commitment and resources should be held to determine the best direction for the best results. Hiring outside experts is expensive; you may need to hire appraisers, consultants and also attorneys that are experienced in tax court proceedings.

When hiring an appraiser discuss what type of report you need. They may be able to provide a limited report for you to determine a value range (for negotiation purposes) and later order the full report if you need to go to trial. The appraiser may also be able to assist you in any negotiation meetings. Contact other assessors before hiring to get input on choosing the best appraisers and outside experts. Hiring unbiased appraisers rather

than the assessor testifying for his jurisdiction should be given strong consideration in counties that do not have a staff designated for litigation.

H. Where do I find information regarding current or prior cases in MN Tax Court?

The MN Tax Court website has a search engine for prior decisions, and is a very valuable tool. (The Tax Court Website Home page with search engine is included in the addendum of this handout). You can also purchase an annual subscription to “Minnesota Legal Register” which publishes tax court hearings on a monthly basis. Phone Number 218-722-6911.

I. What are the procedural rules I need to be aware of in Tax Court?

The Tax Court website has a list of the procedural rules that apply. Your attorney should be a resource in this area, as this applies to the Rules of Civil Procedure that attorneys must follow.

J. How does the sales ratio or discrimination issue impact negotiations on tax court cases?

Discrimination due to unequal assessment is based on the 9 month Tax Court Ratio as published by the Department of Revenue. If the 9-month study ratio is less than 90%, the Court will grant ratio relief from 95% to that ratio (the difference between 95% and the published ratio if less than 90%). Example: If the published 9-month ratio were 85%, upon judgment in a case, the Court would grant ratio relief of 10% ($95\% - 85\% = 10\%$), a reduction to the value decision.

It is important to note that the existence of a less than 90% ratio **does not** mean an automatic reduction to every Tax Court petition. Assessors should re-appraise the property at market value (which could be above the assessor’s value in question, in times of a low ratio statistic). Once the market value is indicated via a review appraisal of the property, the assessor may take the ratio into consideration in negotiations. Remember: the petitioner would get the ratio relief **upon the completion of a trial, as applied to the market value decided by a judge**. Up to that point, it is an issue to be negotiated.

K. Who can I call for assistance on cases?

Neighboring assessors, fellow MAAO members, MAAO Tax Court Committee members, and especially fellow assessors who have had similar cases. Don’t be afraid to ask questions. It is helpful to be aware of who has what type of cases throughout the state in case you need to call someone for assistance.

L. What data privacy issues should I be aware of regarding appraisal data?

Non-Public data is covered by the Data Practices, and data used in an appraisal is considered. Assessors can share information they receive with other assessors (MS 273.061 subd 8 a). If the data is private, it remains private. Any questions should be referred to your legal counsel.

M. Who is the tax court and when do they come to my county?

The judges of the Minnesota Tax Court currently are Chief Judge George Perez, Judge Kathleen Sandberg and Judge Sheryl Ramstad. The tax court judges come to the county to hear the trial. Be aware of upcoming trial dates and schedule your work accordingly.

N. Who writes up stipulations or dismissals?

The assessor may prepare a stipulation/dismissal form to forward to the County Attorney's Office.

O. Can I resolve valuation issues for multiple years?

An assessor may settle valuation issues for any valuation year under petition via a stipulation, dismissal or a court decision after trial. A current year may be changed via a change order before the assessment is finalized. Timing of the stipulation will affect when you can change your value for tax purposes, typically it will be a court ordered change. It is not a good idea to stipulate to values of future years.

P. When a valuation issue is resolved, can I change the value without a petition?

That depends upon the timing of the resolution of the issue. Again, current assessments may be changed via change order before the assessment is finalized. However, once an assessment is finalized at the County Board of Appeal and Equalization, it cannot be changed without a tax petition, short of abatement for clerical error.

Q. Should I advise a taxpayer to get legal counsel or file the petition pro se?

An assessor should point out the options a property owner has for appeal in Minnesota, including Local and County Boards of Appeal and Equalization, and Tax Court. The decision is up to the property owner. The Minnesota Tax Court website has some helpful information for property owners.

R. What are some tips for dealing with tax attorneys or tax representatives?

Tax attorneys and tax representatives have different methods and personalities, and assessors need to be familiar with this fact. Remember, attorneys and representatives are known to other assessors throughout the state, so do not be afraid to ask you fellow assessors for suggestions and insights into various players in the property tax arena.

S. How many continuances can I get?

Typically 2 continuances are allowed, with the case then being set for trial. Continuances have to be called into the Tax Court by noon the day preceding the trial.

T. What are some of the worst mistakes I can make?

Perhaps the worst mistake a new assessor can make is not asking questions of fellow assessors. There is a wealth of knowledge and experience to be tapped in the ranks of the assessment community in Minnesota. Do not panic or over-react. In some cases, petitions are filed to see if the assessor will make a reduction and the petitioner has no intention of going to trial. Do more listening than talking when meeting with the

petitioner or their representatives. Try to avoid arguments and be able to have a professional courteous relationship with all parties.

Keep in mind that the property tax appeals process in Minnesota is defined by two essential components; the right to appeal assessed value as defined by Minnesota State Statute, and the authority of a formal Tax Court to hear those appeals. Accept the system, with all of its imperfections, and keep your relationships with the all various players in the system at a professional level.

Do not neglect to start preparing for tax court case early. Network with others assessors, research market data and appraisal techniques, use the Tax Court website to check prior case decisions, and continue to educate yourself on commercial appraisal issues even if you only have few cases filed per year.

Good Luck!!

Tax Court Seminar 2008

MNDOT Learning Center

July 21, 2008

Saint Cloud, MN

Minnesota Tax Court

- > The Tax Court operates under
 - > Minnesota Statutes Chapters 271 and 278
 - > Minnesota Rules of Civil Procedure
- > The Tax Court has statewide jurisdiction for all tax issues
 - > Income Tax
 - > Sales Tax
 - > Property Tax

Minnesota Tax Court

- > The Three Judges on the Tax Court are:
 - > Honorable George W. Perez, Chief Judge
 - Served on the tax court since 1997
 - Became Chief Judge in January of 2001
 - > Honorable Sheryl A. Ramstad
 - Served on the tax court since 2001
 - > Honorable Kathleen H. Sandberg
 - Joined the Tax Court in 2003
- > Judges are appointed by the Governor.
 - > Terms are for 6 years
 - > Confirmed by the Senate.

Minnesota Tax Court

- > Minnesota Tax Court Website
 - > www.taxcourt.state.mn.us
 - > Forms
 - Click on "Forms"
 - Choose MN Tax Court Form 7 – Real Property Tax Appeal and Property Tax Appeal Fact Sheet
 - > Phone Number: (651) 296-2806
 - > Decisions by the Tax Court
 - All types of cases
 - How has the court handled past issues

Minnesota Tax Court

- > Types of Property Tax Petitions
 - > Regular and Small Claims Divisions
 - > Regular Division
 - By far the most filings
 - Appealable to the MN Supreme Court by either party
 - Cost \$240 plus law library fee
 - Court Reporter Costs

Minnesota Tax Court

- > Types of Property Tax Petitions
 - > Small Claims Division
 - Must meet one of these conditions
 - Denial of current year homestead
 - One Parcel, Res HS, One Dwelling Unit
 - Entire property is classified as homestead (2a or 1b)
 - AEMV less than \$300,000
 - Cost \$150 plus law library fee
 - Non Appealable by either party
 - No Official Record thus No Court Reporter

Minnesota Tax Court

- > Filing Dates
 - > Start Filing after May 1st of the year before the tax is payable.
 - > Deadline to file by April 30th of the year the tax is payable.
 - If April 30th falls on a weekend the deadline is then the following Monday
 - Deadline is as of close of business for that county

Minnesota Tax Court

- > Whom Can File a Property Tax Petition
 - > A lawyer licensed to practice law in MN
 - > A lawyer licensed to practice law in a jurisdiction other than MN who complies with part 8610.0020
 - > An individual, as individual or as a general partner, (The Owner)
 - These are referred to as Pro Se.

Minnesota Tax Court

- > Tax Reps
 - > Individuals whom represent the owner. They are not licensed to practice law.
 - They can not file the petition
 - They can not request a continuance
 - They can not practice (appear) before the court.
 - They must hire a licensed lawyer to do these tasks.

Minnesota Tax Court

- > Pro Se Petitioners
 - > An individual, as individual or as a general partner. (The Owner)
 - Generally, they do not know the process
 - As the owner they can testify in court without an appraisal.
 - Time consuming
 - Emotion

Minnesota Tax Court

- > After the Petition is Filed
 - > Petitions are filed with the County/District Court
 - > A listing of all petitions are sent to the Tax Court in St. Paul.
 - > The Tax Court than sets the original court setting.
 - > Pro Se and Non Metro are scheduled first
 - > Hennepin County Petitions are only heard on Mondays, Tuesdays or Fridays

Minnesota Tax Court

- > After the Petition is Filed
 - > All Properties must pay real estate tax
 - or lesser amount permitted by law
 - > If not paid the case is Statutorily Dismissed
 - > The petition will be "automatically reinstated" if
 - Payment of the entire tax plus interest and penalties is paid within one year of the dismissal.

Minnesota Tax Court

- > After the Petition is Filed
 - > Income Producing Properties
 - Failure to provide income and expense figures, verified net rentable areas, and anticipated income and expenses to the assessor within 60 days of the filing deadline, may result in dismissal of the petition.
 - > For 2007 pay 2008 Petitions
 - 2007 calendar or fiscal year end income and expense
 - 2008 calendar or fiscal year end budgets

Old "60 Day Rule"

- > The 60 day rule for income producing property stems from Minn. Stat. § 278.05, subd. 6. Under that statute, information including income and expense figures, verified net rentable areas and anticipated income and expenses for income producing property must be provided to the County Assessor no later than 60 days after the applicable filing deadline.
- > Failure to provide the information required above shall result in dismissal of the petition unless the failure to provide the information was due to the unavailability of the evidence at the time the information was due or the petitioner was not aware or informed of the requirement to provide this information.
- > In the later case, if the petitioner provides the required information within 30 days they become aware of this obligation the petition will not be dismissed.

Old "60 Day Rule"

- > The 60 day rule also has a 30 day "safe harbor" provision for those circumstances in which the taxpayer might claim that they were not aware of this requirement. In order to defeat this safe harbor some counties have prepared literature or some form of documentation to the taxpayer advising them of this requirement.

New "60 Day Rule"

- > Effective July 1, 2008
 - > The new legislation helps to clarify exactly what information is required to be provided to the assessor within 60 days:
 - Year-End Financial statements for the year prior to the assessment date;
 - Year-End Financial statements for the year of the assessment date;
 - Rent rolls from the assessment date including tenant name, lease start and end dates, option terms, base rent, square footage leased, vacant space, verified net rentable areas in the form of net rentable square footage of the building(s) and
 - Anticipated income and expenses in the form of proposed budgets for the year subsequent to the year of the assessment date.

New "60 Day Rule"

- As was the case before, failure to provide this information shall result in the dismissal of the petition unless the failure to provide was due to unavailability of evidence at the time due or if the petitioner was not aware or informed of the requirement to provide the information.
- If the information is not provided because the petitioner was not aware of the requirement, the petitioner will have an additional 30 days to provide the information upon being made aware of the requirement.
- See letter dated June 5, 2008 to All County Assessors

Tax Court Petition - Time Line

- Before 1st Setting
 - Initial contact with petitioner
 - What are the issues and concerns
 - File review
 - Get a preliminary feel for the case.
 - Start developing your game plan
 - Informal Discovery

Tax Court Petition - Time Line

- At 1st Setting
 - Assessor Stipulates
 - Petitioner Dismisses
 - Trial
 - very rare on 1st setting
 - Case is Continued to a 2nd Setting
 - Must be continued before noon the day before the trial. Verified call with agreed upon continuance date to the tax court.
 - A normal continuance is set out 90 to 180 days.

Tax Court Petition - Time Line

- Before 2nd Setting
 - Get Serious - MUST have game plan!!!!
 - Do a mini appraisal to determine where you are with supportable value.
 - What is YOUR case? What is THEIR case?
 - Can the case be settled?
 - Hire outside appraiser? What is lead time?
 - Put case on pretrial status?
 - Formal Discovery?

Tax Court Petition - Time Line

- > Discovery Requests
 - > Informal Basis
 - YOU, the appraiser ask the petitioners attorney or representative via a letter, fax, e-mail, over the phone, or in person for specific information.
 - > What is your game plan!
 - What information, data, etc do you really want and need.

Tax Court Petition - Time Line

- > Discovery Requests, cont.
 - > Formal - Serious Stuff, Through your Attorney, Both parties can serve discovery. Filed in sets
 - Interrogatories and Request for Production of Documents - 30 day response.
 - If no response, file Motion to Compel with court
 - > An Interrogatory is simply a list of questions.
 - > Request for Documents, they want a hard copy of source document. i.e. copy of the lease or CRV

Tax Court Petition - Time Line

- > Discovery Requests, cont.
 - > Best Case Scenario on Formal Discovery is that it needs to be started five (5) months before trial.
 - Read, Read, Read the definitions and instructions
 - Just because they ask for something, does not mean they can get it. i.e. NON Public Data
 - Many times just a fishing expedition, but you still need to respond.
 - You will be more specific as to what you really do or do not need or want.

Tax Court Petition - Time Line

- > Other Avenues
- > Subpoenas
 - > For depositions or for the actual trial
 - > Duces Tecum - Bring everything with
 - > Example and thought behind purpose
- > Depositions - you are represented by your attorney. Court Reporter is present



Tax Court Petition - Time Line

- > At the 2nd Setting
 - > Assessor Stipulates, Petitioner Dismisses, Trial (can happen on 2nd setting), if not, case is continued, if both sides agree.
 - Must be continued before noon the day before the trial.
 - Conference call between petitioners attorney and the county attorney.
 - Both parties have agreed upon continuance date. Why?
 - > Case is Continued to a 3rd Setting
 - Known as "Date Certain"
 - A normal continuance is set out 90 to 180 days.

Tax Court Petition - Time Line

- > 3rd Setting - Date Certain
 - > With the rarest of circumstances a date certain case can be continued.
 - If it happens, it will not be because of you.
 - > The case will go to trial unless they dismiss or you stipulate.

Tax Court Petition - Time Line

- > 3rd Setting - Date Certain - continued
- > Trial
 - > For Income Producing Properties
 - Appraisal Exchange
 - One week before scheduled trial, 5 working days. Figure in any State Holidays
 - A court ordered exchange could be as much as one month prior to trial
 - > So you the Assessor needs to be pretty confident of the petitioners game plan prior to one week before trial.

Tax Court Petition - Time Line

- > The failure of the petitioner to provide the county with its appraisal can result in disallowed appraisal testimony.
- > The courts have enforced this provision, but even in cases in which an appraisal is not provided the taxpayer always has the ability to testify as to the opinion of value.

Tax Court Petition - Time Line

- > Settlements w/ Ratio Issues
 - > If you are making an offer to settle a case where you have ratio or discrimination issues.
 - Never just agree to the posted AEMV, because it is statistically low, that is why you have a ratio issue.
 - Always appraise the property to come up with the EMV, than apply the ratio
 - > Ratio relief is the difference between 95.0% and the published 9 month Tax Court Ratio, if it is less than 90.0%
 - No ratio relief if the ratio is above 90.0%.

Tax Court Petition - Time Line

- > Prior to Trial
 - > Offer of Judgment or Settlement
 - > A sealed offer filed with the court 10 or more days prior to trial

Tax Court Petition - Time Line

- > The actual trial
 - > The trial itself is conducted before a tax court judge sitting without a jury.
 - > Trials are typically held in the county in which the real estate is located.
 - > On occasion the trial may be held at the tax court courtroom in Ramsey County.
 - > No time limit on the number of days in trial or over how long a period a trial can last.
 - > Because the burden of proof is on the taxpayer, the taxpayer will go forward with presentation of evidence.

Tax Court Petition - Time Line

- > The actual trial
 - > Petitioner starts with direct examination of their first witness and any evidence they would like to introduce.
 - Examples: Appraisals, CREVs or other documents
 - > Respondent then has cross examination
 - > Redirect, Recross - limited questions
 - > Rerredirect, Rererecross -limited questions
 - > At the end of the petitioners case in chief, then it is the respondents turn.

Tax Court Petition - Time Line

- > The actual trial, cont....
 - > Respondent starts with direct examination of their first witness and any evidence they would like to introduce.
 - > Petitioner then has cross examination
 - > Redirect, Recross - limiting questions
 - > Rerredirect, Rererecross -limiting questions
 - > At the end of the respondents case in chief, the petitioner can call additional witnesses, rebuttal, review appraisals, etc

Tax Court Petition - Time Line

- > The actual trial, cont....
- > At the close of the trial the Judge will take the case under advisement.
- > Parties may agree to ordering and paying for transcripts.
- > About a month after the transcripts are delivered, both parties file post-trial briefs with the court. This is done simultaneous. Agreed dates
- > Simultaneous reply briefs are filed with the court a couple of weeks after the first briefs. Agreed dates

Tax Court Petition - Time Line

- > After the Trial
 - > By statute, the judge has 90 days to issue a ruling.
 - > This decision includes the Findings of Fact, Conclusions of Law and Order For Judgment
 - > Either side has 60 days from the initial order to appeal the case to the Minnesota Supreme Court.

Tax Court Petition - Time Line

- > After the Trial
 - > Motion for Amended Findings or New Trial
 - Served with in 30 days of decision
 - Corrects errors law
 - Does stop the 60 day time limit to appeal to the Supreme Court
 - > Request for Reconsideration
 - Reconsider the decision
 - Does not stop the 60 day time limit to appeal to Supreme Court

Tax Court Petition - Time Line

- > Supreme Court
 - > They have to review all Tax Court Cases Appealed
 - Most cases have oral arguments
 - Pro Se typically have no oral arguments
 - > The Supreme Court has time limits for a briefing schedule but not a decision.

Tax Court Petition - Time Line

- > Court Costs
 - > Prevailing Party has 90 days from the final order to file for court costs.
 - > What they can get!
 - Filing Fee
 - Statutory Fee
 - Court reporter Costs
 - Expert Witness(es) Testimony Time on stand
 - Coping Costs

Tax Court Petition - Time Line

- > Court Costs, cont.....
 - > No Appraisal Fees
 - > No Attorney Fees
 - > Your attorney should always ask what hourly rate the witness charges while on the stand.

MINNESOTA • REVENUE

Memo

Date: June 5, 2008

To: All County Assessors

From: Andrea Fish, State Program Administrator
Information and Education Section

Subject: New changes to "60-Day Rule"

Minnesota Laws, chapter 154 has amended Minnesota Statutes, section 278.05, subdivision 6, which concerns the "60-Day Rule." The new legislation helps to clarify exactly what information is required to be provided by the petitioner. In cases where a property owner contests the valuation of income-producing properties, the property owner must provide certain information to the assessor within 60 days of the filing deadline contained in Minnesota Statutes, section 278.01, subdivision 1 or 4. The information to be provided to the assessor includes:

1. Year-end financial statements for the year prior to the assessment date;
2. Year-end financial statements for the year of the assessment date;
3. Rent rolls from the assessment date including tenant name, lease start and end dates, option terms, base rent, square footage leased, vacant space, verified net rentable areas in the form of net rentable square footage of the building(s); and
4. Anticipated income and expenses in the form of proposed budgets for the year subsequent to the year of the assessment date.

As was the case before, failure to provide this information shall result in the dismissal of the petition unless the failure to provide was due to unavailability of evidence at the time due or if the petitioner was not aware or informed of the requirement to provide the information. If the information is not provided because the petitioner was not aware of the requirement, the petitioner will have an additional 30 days to provide the information upon being made aware of the requirement.

This requirement is effective for petitions filed on or after July 1, 2008.

Any questions or concerns may be directed to our division at proptax.questions@state.mn.us.



Minnesota Tax Court
 245 Minnesota Judicial Center
 25 Rev. Dr. Martin Luther King, Jr. Blvd.
 St. Paul, MN 55155

Court Administrator
 E-Mail: info@taxcourt.state.mn.us
 Web Site: www.taxcourt.state.mn.us
 Phone: (651) 296-2806
 Fax: (651) 297-8737

HENNEPIN COUNTY

May 30, 2008

Ms. Margaret Ford
 Smith Gendler Shiell, Sheff Ford & Maher
 225 South Sixth Street
 #3350
 Minneapolis, MN 55402

612-332-1000

Ms. Lisa Hahn-Cordes
 Hennepin County Attorney's Office
 Civil Division
 A-2000 Government Center
 Minneapolis, MN 55487

*Matt
 2nd setting*

**RE: Qwest Corporation
 vs. Hennepin County**

Court File #	Statutory Division	Pay Year
27-CV-07-09301 ✓	Regular	(2007)

Bloomington

OW

NOTICE OF: Trial
 LOCATION: Minneapolis City Hall
 350 South 5th Street
 Room 310
 Minneapolis, MN 55487

CA-34986

16-027-24-23-0020

DATE / TIME: December 19, 2008 10:00 am
 ORDER NO.: 4
 Continued from 5-30-08

Cases will be called in the order as listed. All parties must be present at the time stated. Latter cases will advance on the calender in the event of settlement or dismissal of the preceding cases.

cc: Mary Labore

File Calendar

TC

(1)



Today's Date

RE: Petitioner Name
MNCIS#27CV08-Case #
PID#
Site Address

Dear :

The above mentioned tax court petition has been filed with the Minnesota Tax Court and forwarded to our office. So that we may complete a timely review of the 2008 valuation, please provide the following:

In addition to Minnesota Statute 278.05, Subd. 6, please provide:

1. Your opinion of value for the subject property and supporting evidence.
2. Complete income and expense statements (not summaries) for calendar years 2006, 2007 and 2008.
3. Lease summaries for all tenants.
4. Rent roll/tenant list as of January 2, 2006, 2007 and 2008, also showing vacant spaces.
5. Summary of all improvement costs incurred over the past five years.
6. Total Gross Building Area and Net Rentable Area.
7. Copy of Purchase Agreement on property if acquired within last three years.
8. Complete copies of any appraisals pertaining to the subject property completed in the last five years.

Once the case is first scheduled for trial, please contact me to set up an appointment to inspect the property. You may submit any other data along with the requested information that you want considered. If the information has already been supplied, you may disregard this letter. Please note that upon review of information submitted, it may be necessary for our office to request additional data. Please contact me with any questions at.

Sincerely,

Commercial Property Appraiser

2008 BLOOMINGTON TAX COURT PETITIONS

Asmt Yr 2007 Pay 2008

Petitioner	PID No	Prop Name	Use	Attorney Info	FILE #	TC #	Status/Dt	File Dt	1st Ltr
NORMANDE LAKE HOLDINGS	16-116-21-23-0005	JOSTENS	344C	C BRUCE ODLAUG	27CV08 4866	35419	S 6/12/08	2/28/08	3/14/08
NORMANDE LAKE HOLDINGS	16-116-21-24-0008	JOSTENS	344C	C BRUCE ODLAUG	27CV08 4866	35419a	S 6/12/08	2/28/08	3/14/08
OAK POINTE LP	17-116-21-33-0004	OAK POINTE APT	300A	A JUDY ENGEL	27CV07 26310	35359		12/14/07	1/29/08
OAK POINTE LP	17-116-21-33-0032	OAK POINTE APT PRKG LOT	300Z	A JUDY ENGEL	27CV07 26310	35359a		12/14/07	1/29/08
OLYMPIC PLACE	18-116-21-22-0009	OLYMPIC PLACE	344B	C AMY GRADY	27CV08 12016	36019		4/28/08	6/16/08
OPC PARTNERS	02-027-24-22-0013	QUALITY WINE & SPIRITS CC	407A	I DAVID B GALLE	27CV08 13568	36360		4/30/08	6/23/08
OPC PARTNERS	02-027-24-23-0043	QUALITY WINE SPIRITS WHS	407A	I DAVID B GALLE	27CV08 13568	36360a		4/30/08	6/23/08
OSBORNE PROPERTIES KRAUS-A	19-027-24-41-0029	VALLEY WEST SHOP CTR	413	C JAMES SCHMECKPEI	27CV08 11965	36035		4/28/08	6/16/08
OSBORNE PROPERTIES LP	06-027-24-22-0008	ADVANCED MACHINE TECH	494C	C JAMES SCHMECKPEI	27CV08 10334	35707		4/28/08	5/23/08
OXBORO SQUARE SHOP CTR	15-027-24-32-0066	OXBORO SF/FESTIVAL FOOI	413	C ROBERT HILL	27CV07 24279	35336	S 2/1/08	11/28/07	1/29/08
OXBORO SQUARE SHOP CTR	15-027-24-32-0067	BLOCKBUSTER VIDEO	413	C ROBERT HILL	27CV07 24279	35336a	D 2/1/08	11/28/07	1/29/08
PARK NICOLLET MEDICAL CTR	28-116-21-31-0016	PARK NICOLLET MEDICAL C	341	C MARGARET FORD	27CV08 9339	35601		4/14/08	5/23/08
PARTS (DE) QRS 14-90 INC	32-116-21-33-0010	KATUN CORPORATION	406E	I TREVOR WALSTEN	27CV08 13581	36378		4/30/08	6/23/08
PEHAM & SACHS	23-027-24-21-0014	RESID		R PRO SE	27CV08 8975	35563		4/11/08	-
PERKINS & MARIE CALLENDERS II	04-027-24-41-0118	PERKINS #1002	350P	C DOUG ALTMAN	27CV08 11334	35838		4/24/08	5/23/08
PERKINS & MARIE CALLENDERS II	06-027-24-11-0025	PERKINS #1059	350P	C DOUG ALTMAN	27CV08 11275	35823		4/24/08	5/23/08
POPLAR BRIDGE APTS LLC	07-027-24-34-0035	POPLAR BRIDGE APTS	300A	A PRO SE - M JONES II	27CV08 13028	36203		4/29/08	6/23/08
PREMIER BANK METRO SOUTH	15-027-24-23-0046	PREMIER BANK/MBC	304	C JENNIFER KITCHAK	27CV08 13040	36181		4/29/08	6/16/08
PUBLIC STORAGE INC (LYNDALE /	10-027-24-32-0024	PUBLIC STORAGE/OFFICE	386D	I JEFFERY MCNAUGH	27CV08 13113	36244		4/29/08	6/23/08
QWEST CORP	16-027-24-23-0020	QWEST	406A	I MARGARET FORD	27CV08 10362	35865		4/22/08	5/23/08
SEARS, ROEBUCK & CO	01-027-24-24-0005	SEARS AT MOA	414	M MARGARET FORD	27CV07 21446	35274	S 10/25/07	10/16/07	-
SFERS REAL ESTATE CORP JJ	32-116-21-31-0006	HAMPSHIRE HILLS APTS	300A	A DEAN H BILTON	27CV08 12731	36162		4/29/08	6/23/08
SFERS REAL ESTATE CORP JJ	32-116-21-31-0008	HAMPSHIRE HILLS APTS	300A	A DEAN H BILTON	27CV08 12731	36162a		4/29/08	6/23/08
SOUTHTOWN OFFICE PARK LLP	05-027-24-14-0024	SOUTHTOWN OFFICE PARK	344C	C NICHOLAS FURIA	27CV08 10351	35856		4/22/08	5/23/08
STEPHEN P TONNER PROPRTIEI	04-027-24-13-0059	LYNDALE OPTICAL	344X	C DOUGLASS TURNER	27CV08 12720	36154		4/29/08	6/16/08
STEPHEN P TONNER PROPRTIEI	04-027-24-13-0058	LYNDALE OPTICAL	344X	C DOUGLASS TURNER	27CV08 12720	36154a		4/29/08	6/16/08
TARNHILL ASSOCIATES	18-027-24-33-0070	TARNHILL APTS	300B	A PRO SE - S SCHACH	27CV08 13572	36372		4/30/08	6/23/08
TCF NATIONAL BANK	05-027-24-11-0012	TCF BANK	304	C MARK MAHER	27CV08 7116	35190		3/27/08	4/10/08
TEACHERS INS & ANNUITY ASSOC	16-116-21-31-0014	8300 TOWER	344A	C DOUG SHIELL	27CV08 8928	35556		4/10/08	5/23/08
TEACHERS INS & ANNUITY ASSOC	16-116-21-32-0007	8400 TOWER	344A	C DOUG SHIELL	27CV08 8930	35557		4/10/08	5/23/08
TEACHERS INS & ANNUITY ASSOC	16-116-21-32-0008	8500 TOWER	344A	C DOUG SHIELL	27CV08 8952	35558		4/10/08	5/23/08
TEACHERS INS & ANNUITY ASSOC	16-116-21-31-0019	8000 TOWER	344A	C DOUG SHIELL	27CV08 8954	35559		4/10/08	5/23/08
THERMO KING CORP	10-027-24-23-0015	THERMO KING	495B	I GROVER C SAYRE	27CV08 12516	36085		4/28/08	6/23/08
THERMO KING CORP	10-027-24-23-0015	THERMO KING	495B	I JAMES R DORSEY	27CV08 13596	36389		4/30/08	6/23/08
THERMO KING CORP	10-027-24-23-0017	THERMO KING PRKG LOT	495Z	I GROVER C SAYRE	27CV08 12516	36085a		4/28/08	6/23/08
TYSK EVELINE E	10-027-24-24-0023	LEES PROPERTIES II	352C	A MARGARET FORD	27CV08 10897	35771		4/17/08	5/27/08
TYSK EVELINE E	10-027-24-24-0024	LEES PROPERTIES	352C	A MARGARET FORD	27CV08 10897	35771a		4/17/08	5/27/08
US BANK	15-027-24-23-0081	U S BANK	304	C DOUG SHIELL	27CV08 8257	35452		3/17/08	4/10/08
US BANK	15-027-24-23-0080	U S BANK	304Z	C DOUG SHIELL	27CV08 8257	35452a		3/17/08	4/10/08
VIACOM	32-116-21-42-0007	MARTIN SPROCKET & GEAR	407A	I JENNIFER KITCHAK	27CV08 13044	36182		4/29/08	6/23/08
W BLOOMINGTON BUS CTR LLC	32-116-21-42-0013	W BLMGTN BUS CTR	453A	I ROBERT SCHWARTZ	27CV08 9750	35651		4/16/08	5/27/08
WALGREENS #9794	05-027-24-11-0004	WALGREENS/JIMMY JOHNS	353	C ROBERT A HILL	27CV08 12581	36099		4/28/08	6/16/08
WAL-MART REAL EST BUS TR	02-027-24-22-0016	WAL-MART STORE	319	C MARGARET FORD	27CV08 8284	35516		4/7/08	5/23/08
WAL-MART REAL EST BUS TR	02-027-24-22-0017	WAL-MART PRKG LOT	319Z	C MARGARET FORD	27CV08 8284	35516a		4/7/08	5/23/08
WAL-MART REAL EST BUS TR	02-027-24-22-0018	WAL-MART OUTLOT B	109	C MARGARET FORD	27CV08 8284	35516b		4/7/08	5/23/08
WALSER REAL ESTATE	06-027-24-13-0128	WALSER T/YOTA	303	C GARY VAN CLEVE	27CV08 4474	35409	S 3/18/08	2/25/08	-
WHITNEY WALTER F	09-027-24-44-0057	KASSICK MOTOR	528	C PRO SE - W WHITNE	27CV08 9715	35628		4/16/08	5/23/08
WILLETTE ACQUISITION CORP	06-027-24-22-0011	VAUGHN COMMUNICATIONS	407A	I ROBERT A HILL	27CV08 12014	36017		4/28/08	6/16/08
WILLETTE ACQUISITION CORP	06-027-24-22-0012	VAUGHN COMMUNICATIONS	407A	I ROBERT A HILL	27CV08 12014	36017a		4/28/08	6/16/08
WOHL INVESTMENTS	05-115-21-21-0007	COIT	407B	I LISA DAHLQUIST	27CV08 13290	36319		4/30/08	6/23/08
WOODDALE B.	09-027-24-44-0054	CARPETMILL / HEALTHCARE	353	I MATTHEW TRAISER	27CV08 8155	35439		3/13/08	4/10/08

Total Parcels = 175

Petitions Stipulated = 14	Apt = 11	* = Missing Petition
Petitions Tried = 0	C/I = 94	E = 60 Days Expired
Petitions Dismissed = 1	Resid = 3	R = Reminder Ltr Sent
Petitions Continued = 0	MOA = 3	D = Dismissal Ltr Sent
Petitions Not Resolved = 111		C = Compliance
		NA = Not Applicable
Total Petitions = 126	Prop Type Count = 111	

D=Dismiss, S=Stipulated, C=Continued, T=Tried, DS=Statutory Dismissal

7/18/2008 Page 3 of 3

BLOOMINGTON TAX CALENDAR - all values

ASMT YEAR	TAX YEAR	PRIOR VALUE	EST/STIP/DISM VALUE	DIFF IN VALUE	TOTAL PARCELS	STATUS OF PETITIONS					OPEN PETITIONS					
						Stip	Tried	Dism	Cont	Open	TOTAL	Apt	C/I	Res	MOA	TOTAL
1989	1990	\$885,047,900	\$762,738,500	\$122,309,400	429	172	5	83	0	0	240	0	0	0	0	0
1990	1991	\$1,167,390,600	\$968,931,500	\$198,459,100	620	214	6	67	0	0	287	0	0	0	0	0
1991	1992	\$1,266,115,700	\$1,101,405,700	\$164,710,000	461	264	5	64	0	0	333	0	0	0	0	0
1992	1993	\$1,367,665,900	\$1,221,307,500	\$146,358,400	479	233	5	77	0	0	315	0	0	0	0	0
1993	1994	\$1,446,336,400	\$1,309,399,200	\$136,937,200	276	89	4	78	0	0	171	0	0	0	0	0
1994	1995	\$1,294,121,900	\$1,240,819,500	\$53,302,400	242	63	2	63	0	0	128	0	0	0	0	0
1995	1996	\$906,549,000	\$848,052,900	\$58,496,100	138	49	1	46	0	0	96	0	0	0	0	0
	APT	\$48,191,700	\$47,224,800	\$967,100												
	C/I	\$858,357,300	\$800,828,600	\$57,528,700												
1996	1997	\$788,502,800	\$742,512,100	\$45,990,700	81	28	0	34	0	0	62	0	0	0	0	0
	APT	\$24,036,200	\$23,902,300	\$133,900												
	C/I	\$764,466,600	\$718,609,800	\$45,856,800												
1997	1998	\$766,706,200	\$708,100,400	\$58,605,800	76	24	1	31	0	0	56	0	0	0	0	0
	APT	\$7,225,400	\$6,772,300	\$453,100												
	C/I	\$759,480,800	\$701,328,100	\$58,152,700												
1998	1999	\$694,122,999	\$641,633,500	\$52,489,499	67	11	1	40	0	0	52	0	0	0	0	0
	APT	\$22,832,100	\$22,806,100	\$26,000												
	C/I	\$671,290,899	\$618,827,400	\$52,463,499												
1999	2000	\$1,122,612,300	\$1,065,962,900	\$56,649,400	93	13	0	43	0	0	56	0	0	0	0	0
	APT	\$87,481,900	\$79,931,200	\$7,550,700												
	C/I	\$1,035,130,400	\$986,031,700	\$49,098,700												
2000	2001	\$1,121,271,300	\$1,016,340,000	\$104,931,300	72	20	0	27	0	0	47	0	0	0	0	0
	APT	\$101,331,400	\$92,678,000	\$8,653,400												
	C/I	\$1,019,939,900	\$923,662,000	\$96,277,900												
2001	2002	\$1,512,026,600	\$1,411,692,900	\$100,333,700	116	22	0	63	0	0	85	0	0	0	0	0
	APT	\$190,057,500	\$188,222,900	\$1,834,600												
	C/I	\$1,321,969,100	\$1,223,470,000	\$98,499,100												
2002	2003	\$1,597,516,300	\$1,519,355,400	\$78,160,900	150	61	0	47	0	0	108	0	0	0	0	0
	APT	\$200,778,600	\$196,169,500	\$4,609,100												
	C/I	\$1,396,737,700	\$1,323,185,900	\$73,551,800												
2003	2004	\$1,474,723,000	\$1,392,543,600	\$82,179,400 *	153	73	1	37	0	1	112	0	1	0	0	1
	APT	\$164,167,900	\$154,341,400	\$9,826,500												
	C/I	\$1,310,555,100	\$1,238,202,200	\$72,352,900												
2004	2005	\$547,829,300	\$521,752,600	\$26,076,700 *	107	39	0	34	0	3	76	1	2	0	0	3
	APT	\$202,908,300	\$199,162,300	\$3,726,000												
	C/I	\$344,921,000	\$322,570,300	\$22,350,700												
2005	2006	\$676,452,400	\$661,683,800	\$14,768,600 *	109	26	0	28	0	25	79	2	20	0	3	25
	APT	\$110,141,600	\$106,763,100	\$3,378,500												
	C/I	\$566,310,800	\$554,920,700	\$11,390,100												
2006	2007	\$723,926,000	\$708,154,600	\$15,771,400 *	134	9	0	12	0	58	79	7	48	0	3	58
	APT	\$151,315,600	\$142,693,000	\$8,622,600												
	C/I	\$572,610,400	\$565,461,600	\$7,148,800												
2007	2008	\$1,330,568,500	\$1,312,795,800	\$17,772,700 *	175	14	0	1	0	111	126	11	94	3	3	111
	APT	\$197,175,000	\$197,175,000	\$0												
	C/I	\$1,133,393,500	\$1,115,620,800	\$17,772,700												
GRAND TOTAL		\$17,958,538,199	\$16,472,548,200	\$1,485,989,999 *	3,978	1,424	31	855	0	198	2,508	21	165	3	9	198

* Indicates there are some Tax Petitions still open, reflecting full amount of petitioned value in difference

BLOOMINGTON TAX COURT CALENDAR

DATE DAY YR TAX TC# SETTING PID# PETITIONER APPR PROP TYPE PETITIONER'S ATTORNEY & PHONE WORKUP DONE REVIEWED JP & JR NOTES

JULY 2008

01-Jul-08	TUES	07	34797	C	05-115-21-13-0003	GENERAL PARTS INV	MG	OW	JEFF MCNAUGHT 612/371-3219	NO	NO	GENERAL PARTS; CONTD 7/01/08 TO 2/10/09
08-Jul-08	TUES	07	34185	D	33-116-21-34-0008	FIRSTCAL IND 2 ACQU	MG	IND FLEX	JOHN GENDLER 612/332-1000	YES	NO	CBCA
14-Jul-08	MON	07	34494	C	10-027-24-21-0039	GROUP HEALTH PLAN	TA	MEDICAL	DOUG SHELL 612/332-1000	YES	NO	HEALTH PARTNERS CLINIC; CONTD 7/14/08 TO 12/2/08
16-Jul-08	WED	06	34009	C	05-027-24-12-0001	LARSON ENTERPRISES	KS	RETAIL	JOHN THEIL 612/632-3360	YES	NO	SLUMBERLAND; CONTD 7/7/07 TO 3/4/08, 7/16/08, 1/6/09
16-Jul-08	WED	07	34881	C	05-027-24-12-0001	LARSON ENTERPRISES	KS	RETAIL	JOHN THEIL 612/632-3360	YES	NO	SLUMBERLAND; CONTD 4/21/08 TO 7/16/08, 7/17/08, 1/6/09
18-Jul-08	FRI	06	34048	C	06-027-24-12-0020 06-027-24-12-0021 06-027-24-12-0022	BLMGTN ASSOCIATES 2005	MIR	OFCVIL	EILEEN HUNTER 612/766-8907	SOME	NO	MARKETPOINTE; CONTD 11/13/07 TO 7/18/08, 8/26/08
22-Jul-08	TUES	07	34285	C	05-027-24-12-0008	ADELWANN, ROBERT F	TA	REST	ALSO NANCY HYLDEN TOM WILHELMY 612/492-7058	YES	NO	CATTLE CO; CONTD 7/22/08 TO 12/23/08
22-Jul-08	TUES	06	33691	P	18-116-21-22-0009	OLYMPIC PLACE	TA	OFC	AMY GRADY 952/884-4502	YES	NO	OLYMPIC PLACE; CONTD 4/3/07 TO 10/2/07, 2/28/08, 2/25/08, 3/5/08, 3/5/08
29-Jul-08	TUES	07	34510	1	18-116-21-22-0009	OLYMPIC PLACE	TA	OFC	AMY GRADY 952/884-4502	NO	NO	OLYMPIC PLACE
29-Jul-08	TUES	06	33720	P	01-027-24-23-0005	NORDSTROMS	KS	MOA-N	TOM WILHELMY 612/492-7058	YES	YES	NORDSTROMS; CONTD 4/6/07 TO 10/5/07, 12/11/07, 3/26/08, 7/29/08
29-Jul-08	TUES	06	33875	P	01-027-24-32-0003	FEDERATED RETAIL	KS	ANCHOR-MOA	TOM WILHELMY 612/492-7058	YES	YES	MACYS; CONTD 6/15/07 TO 12/14/07, 3/26/08, 7/29/08
29-Jul-08	TUES	07	34464	P	* 05-115-21-21-0007	WOHL INVESTMENTS	MG	OW	DAVID WOHL 952/944-4433	YES	YES	COIT; CONTD 11/26/07 TO 4/8/08, 6/23/08, 7/29/08

AUGUST 2008

01-Aug-08	FRI	07	35082	P	16-027-24-22-0008 16-027-24-22-0005, 6, 7 & 16-027-24-21-0008	2145 LP	MG	OW LAND	GARY VAN CLEVE Mike Mergent 952/635-3890	SOME	SOME	BAY ISLAND-JOHN DEERE; CONTD 5/23/08 TO PRETRIAL 8/1/08
04-Aug-08	MON	07	35095	1	09-027-24-41-0002	HIAWATHA PROPERTIES	MG	APTS	ROBERT SCHWARTZ 952/929-3420	YES	YES	GREENWAY APTS
04-Aug-08	MON	07	34890	1	04-027-24-21-0004	KRAUS ANDERSON PROPERT	TA	REST	JAMES SCHMECKPEPER 612/332-7281	YES	NO	BENNIGANS REST
04-Aug-08	MON	06	33856	P	16-116-21-24-0005 16-116-21-24-0004	NORMAN AIRPORT	MIR	HOTEL	JAMES YAROSH 612/337-6100	SOME	NO	CROWNE PLAZA; CONTD 8/29/07 TO 4/8/08, 8/4/08
05-Aug-08	TUES	07	34830	1	17-116-21-33-0004	OAK POINTE	MG	APTS	JUDY ENGEL 612/482-7080	NO	NO	OAK POINTE APTS
05-Aug-08	TUES	07	34823	1	16-116-21-24-0005 16-116-21-24-0004	NORMAN AIRPORT	MIR	HOTEL	JAMES YAROSH 612/337-6100	SOME	NO	CROWNE PLAZA
05-Aug-08	TUES	06	33904	P	32-116-21-42-0012	JENNIFER DEV CO	MG	OW	WM SKOLNICK 612/677-7600	YES	YES	NOW TECHIPERF; CONTD 7/27/07 TO 5/6/08, 8/5/08
05-Aug-08	TUES	06	33902	D	32-116-21-44-0009	NESBITT DEVELOPMENT	MG	OW	AMY JOYCE WM SKOLNICK 612/677-7600	YES	YES	BEST BUY; CONTD 8/10/07 TO 5/13/08, 8/5/08
11-Aug-08	MON	07	34875	1	01-027-24-34-0016 02-027-24-41-0041 11-027-24-41-0001	HILLWAY INVESTMENTS	MG	APTS	LAURA SCHOENBAUER 612/632-3325	NO	NO	METRO TOWERS/CEDAR GATE/CEDAR GLEN/INCOLLET COURTS
					10-027-24-24-0007 10-027-24-24-0008					YES	YES	

* Case schedule not received from HC or Slip/Diam not processed.yef

Tax Court Number	Miscs	Property ID#	FT	Actual 2006 I/E	Budget 2008 I/E	Actual 2007 I/E	Rent Roll	Petitioner	Prop Name	Attorney	Comments
35732	27CV08	10658	A	Yes	Yes	Yes	Yes	Emerald PK Bloomington Hawadfa Properties	Emerald Park Apartments	Jim Yarosh (612) 337-6100 Robert D. Schwartz (952) 929-3420	
36397	27CV08	13606	A			Yes		Hillway Investments	Greenway Apartments	Laura Schoenbauer (612) 632-3325 Laura Schoenbauer (612) 632-3325 Laura Schoenbauer (612) 632-3325	
35738	27CV08	10646	A			Yes		Hillway Investments	Metropolitan Towers	Laura Schoenbauer (612) 632-3325 Laura Schoenbauer (612) 632-3325 Laura Schoenbauer (612) 632-3325	
35738	27CV08	10646	A			Yes		Hillway Investments	Cedar Gate Apts	Laura Schoenbauer (612) 632-3325 Laura Schoenbauer (612) 632-3325	
35738	27CV08	10646	A			Yes		Hillway Investments	Cedar Glen Apts	Laura Schoenbauer (612) 632-3325 Laura Schoenbauer (612) 632-3325	
35738	27CV08	10646	A			Yes		Hillway Investments	Nicollet Court Apartments	Laura Schoenbauer (612) 632-3325 Laura Schoenbauer (612) 632-3325	
35738	27CV08	10646	A			Yes		Massada Investments	Arbores Apts Masada Manor	Laura Schoenbauer (612) 632-3325 Doug Turner (612) 338-7770	
36152	27CV08	12718	A	Yes	Yes	Yes	Yes	ML Casa II	Avalon at Devonshire	Doug Turner (612) 338-7770	
35559	27CV08	26310	A			Yes		Oak Pointe LP	Oak Pointe Apartments	Judy Engel Margaret Ford (612) 332-1000 Dean Bilton (312) 782-5000	
35771	27CV08	10897	A			Yes	Yes	Tyakk Eveline E SFERS Real Estate Corp JJ	Lees Properties II Hampshire Hills Apts	Dean Bilton (312) 782-5000 John Gendler (612) 332-1000 Mark Z. Jones II (952) 928-7519 Sleven Schactman (952) 540-8600 Mark Z. Jones II (952) 928-7519	
36162	27CV08	12731	A			Yes		116-21-31-0008	Gables Apts Poplar Bridge Apartments	John Gendler (612) 332-1000 Mark Z. Jones II (952) 928-7519 Sleven Schactman (952) 540-8600 Mark Z. Jones II (952) 928-7519	
35792	27CV08	2623	A	Yes	Yes	Yes	Yes	15-027-24-23-0071	Gables Apts Poplar Bridge Apartments	John Gendler (612) 332-1000 Mark Z. Jones II (952) 928-7519 Sleven Schactman (952) 540-8600 Mark Z. Jones II (952) 928-7519	
36203	27CV08	13028	A	Yes	Yes	Yes	Yes	07-027-24-34-0035	Poplar Bridge Apartments	John Gendler (612) 332-1000 Mark Z. Jones II (952) 928-7519 Sleven Schactman (952) 540-8600 Mark Z. Jones II (952) 928-7519	
36372	27CV08	13572	A	Yes	Yes	Yes	Yes	18-027-24-33-0070	Tamhill Apartments South Point Apartments	John Gendler (612) 332-1000 Mark Z. Jones II (952) 928-7519 Sleven Schactman (952) 540-8600 Mark Z. Jones II (952) 928-7519	
36201	27CV08	13025	LA	Yes	Yes	Yes	Yes	027-24-22-0009	Essex Square Apts, Ltd Apartments	John Gendler (612) 332-1000 Mark Z. Jones II (952) 928-7519 Sleven Schactman (952) 540-8600 Mark Z. Jones II (952) 928-7519	
36321	27CV08	13292	I	Yes	Yes	Yes	Yes	2145 LP	Former John Deere	Gary Van Cleave (952) 896-3277 Mark Z. Jones II (952) 928-7519 Gary Van Cleave (952) 835-3800 Bruce Stavitsky (201) 818-0024	
36209	27CV08	13041	C	Yes	Yes	Yes	Yes	Granur Partners LLP	U.S. Post Office	Gary Van Cleave (952) 896-3277 Mark Z. Jones II (952) 928-7519 Gary Van Cleave (952) 835-3800 Bruce Stavitsky (201) 818-0024	
36321	27CV08	13292	I	Yes	Yes	Yes	Yes	2145 LP	Former John Deere	Gary Van Cleave (952) 896-3277 Mark Z. Jones II (952) 928-7519 Gary Van Cleave (952) 835-3800 Bruce Stavitsky (201) 818-0024	
35678	27CV08	10342	I			Yes		Anvill International	Anvill International	Gary Van Cleave (952) 896-3277 Mark Z. Jones II (952) 928-7519 Gary Van Cleave (952) 835-3800 Bruce Stavitsky (201) 818-0024	
35793	27CV08	10923	I	Yes	Yes	Yes	Yes	C Adelman Family	C Adelman Properties	Warren Peterson Jeff McNaught (612) 338-7770	
36231	27CV08	13092	I			Yes		General Parts Investment	General Parts	Warren Peterson Jeff McNaught (612) 338-7770	
36244	27CV08	13113	I	Yes	Yes	Yes	Yes	Public Storage Inc	Public Storage Pillsbury Business Center Quality Wine & Spirites	Jeff McNaught Doug Turner (612) 338-7770 David B. Gaile	522 Total Units Leases Oral Lease, OP Exp from Appraisal. Will Request Appraisal
36058	27CV08	12093	I	Yes	Yes	Yes	Yes	IRET Properties	IRET Properties	David B. Gaile	
36360	27CV08	13558	I			Yes		OPC Partners	OPC Partners	David B. Gaile	

You're Headed for Tax Court
Now What?
Jerry Von Korff
Rinke-Noonan, Ltd.

- I. **Establish Routine Practice with your general counsel (County Attorney, City Attorney)**
 - A. When do we refer the petition to general counsel? Establish agreed timelines and level of service expectations.
 - B. Importance of entry of appearance to receive notice from party and clerk
 - C. Timeliness Issues; jurisdiction, 60-Day Rule Review (income generating property)
 - D. Pre-attorney negotiations
 - 1. Develop groundrules with your local attorney
 - 2. Develop an agreed letter describing groundrules for settlement discussions.
 - E. Standard Discovery Requests. (by case-type: industrial, commercial, residential). It makes sense to agree on a set of form discovery requests that could be prepared in the assessor's office electronically, then reviewed, signed and sent without major effort by your local attorney.
 - F. When is it time for the legal people to "get serious and pay attention." This is a cost benefit issue, but it is absolutely critical that you leave adequate time for the attorneys to engage in discovery, engage an appraiser, and take other actions.
 - G. Development of standard forms and standard approaches to pre-trial work across the state would substantially improve the quality of the work we all do. Information sharing: trial briefs, appraisal banks, trial transcripts, depositions would also benefit all of us.

Jerry Von Korff has been a shareholder of the Rinke-Noonan law firm since 1984. He is a graduate with honors in economics from Oberlin College and holds a Juris Doctor from Georgetown University Law Center, 1975 where he was an editor of the Georgetown Law Review. Jerry's practice consists of providing representation to local and County government and also represents individuals and business in governmental matters. He is general counsel to the St. Cloud Housing and Redevelopment Authority, the Tri-County Solid Waste Commission, and provides outside counsel advice to a number of Watershed Districts, cities and counties. Jerry also has an extensive appellate practice. Jerry represents government in Tax Court from time to time and has handled a number of significant tax court cases in the Minnesota Supreme Court. His firm also has an extensive practice in the area of eminent domain. Jerry may be reached at 320-251-6700 or by email at Jvonkorff@moon.com

II. Pre-Litigation Settlement Considerations

- A. Your mission is to get the right value: neither too high nor too low. Tax Court proceedings are not a review of your competence. They are not about winning and losing. There is nothing personal. The goal is to use the proceedings to (a) take a second look to see if perhaps an adjustment is warranted, (b) to review your standard approaches to this particular appraisal problem and determine if there are factors that should be considered here in the future, (c) to get the number right.
- B. You do not lose face when you make an adjustment—if the reason you are making the adjustment is to arrive at a number that is more accurate. But reducing the valuation to a number that is too low, simply to avoid litigation is neither in the public interest, nor wise in the long run.
- C. Think of the Tax Court as part of the chain of command. There is a dispute. The folks higher up the chain are going to resolve it. You are giving them information so that they can help you get the right answer.
- D. Cost-Benefit considerations
 - 1. A Tax Court case is often more expensive than the single year's taxes would justify for both sides.
 - 2. For smaller communities, however, the revenues may be very significant
 - 3. For industrial and commercial appraisals reduction may result in a series of additional cases.
 - 4. The public must also give careful consideration to its interest in defending its correct decisions and not allowing the threat of litigation to result in unreasonable concessions.
 - 5. Your approach to settlement should be uniform and policy-based. Do you grant concessions based on litigation avoidance, and if so, under what considerations.
 - 6. There is a difference between settling because there is a chance that your value will not be sustained and because you don't want to spend money on proving that your value is correct.

III. Selecting Professionals

- A. Attorney
 - 1. One advantage that you have is a familiarity with your own community. Whoever represents you, don't give that away. Assist your attorney and

appraiser with background information. Many appraisers use stock information out of their own databanks, and that information can be out of date or inaccurate. Consider supplying your attorney and your appraiser with

- a. Background information from planning department
 - b. Statistics regarding employment, growth, development, and so on
 - c. Traffic information and transportation data
 - d. Hard information about the subject and its immediate area
 - e. Anything else about the economics of your region and the subject area that will be helpful and differentiate it. A common tactic by taxpayer attorneys is to place your region in the same category of a location that is far less competitive.
2. It is critical that if you are going to use an outside appraiser that the lawyer who is going to try the case should be involved in selecting the appraiser
 3. It is also critical that if you are using outside counsel, that local counsel should have confidence in that attorney.
 4. Your attorney should be representing the public's interest in getting the number right. The mission is not to win at all cost, but to win if winning is warranted, and to maintain your reputation with the Tax Court as a high quality professional operation.

B. Appraiser

1. The **breadth in expert opinion** raises the question whether suggests that there is an element of advocacy involved in appraisal testimony that suggests that more than appraisal science is involved. In Norwest Properties v. County of Hennepin, 1999 WL 714104, (Minn.Tax 1999) petitioner's appraiser valued the Northwest Bank facility in Crystal Minnesota at \$740,000; the respondent's appraiser valued it at \$1,740,000. In Space Center Enterprises, Inc. v. County of Ramsey, 1999 WL 1018098, (Minn.Tax 1999) petitioner's appraiser evaluated a single tenant office building at \$2,700,000, respondent's at \$7,500,000. In Dezurik Corp. v. County of Stearns, 1999 WL 286300, (Minn.Tax 1999) respondent's appraiser evaluated a foundry at \$2,630,000, petitioner's at \$3,820,000. In Winco, Inc. v. County of Le Sueur, 1997 WL 18297 (Minn.Tax 1997), Petitioners' appraisal evaluated an industrial property at \$575,000, Respondent at \$1,080,000. In Multifoods Specialty Distribution, Inc. v. County of Benton, 1996 WL 685572, Petitioner's appraiser evaluated a nationwide food distribution center at \$1,120,000, Respondent's at \$3,250,000.
2. In the **Multifoods** case, the Court noted this broad range and stated: ...we are left with a classic case of competing experts. Both are MAI appraisers

with significant experience. It appears that both have been industrious in searching for comparable sales and market rents. **But while both have been thorough, they present us with extremely divergent opinions.** [Petitioner's appraiser] advises us that the subject property has a value of \$6.50 per sq. ft. and [Respondent's Appraiser] advises us that the value is over \$18.50 per sq. ft. Both experts used as a comparable a sale of an industrial property in Fairmont, Minnesota which was operated as a food distribution center with refrigeration components. After adjustments, [Respondent's Appraiser] found the value of the Fairmont property to be \$16.39 per sq. ft. for the structures only and [Petitioner's Appraiser] found the adjusted value to be \$4.01 per sq. ft. for the entire property.

3. At first glance, these marked differences in valuations suggest that something different from appraisal science is proceeding here: that at times the appraisers are engaging in a form of appraisal advocacy, in which each appraiser articulates the appraisal foundations for the client's point of view, almost as if they were appraisal lawyers for their client's position. In fairness, we need to keep in mind that Tax Court cases do not provide us with a fair sampling of the universe of competing appraisals, because when the two competing appraisals arrive at similar values, a settlement typically results. And so we, and the Courts, are looking at the cases with greatest diversity in valuation.
4. **Why such marked differences:** The Supreme Court has repeatedly noted that appraisals are inexact estimates of value, at best. E.g., Lewis & Harris v. County of Hennepin, 516 N.W.2d 177, 180 (Minn.1994). Hansen v. County of Hennepin, 527 N.W.2d 89, (Minn. 1995).
5. You want an appraiser who is endeavoring to obtain the right answer, and who then is capable of explaining that answer and vigorously defending the correct answer as long as it is right. There is a difference between an appraiser who advocates for the answer you want, and an appraiser who advocates for the answer that he knows is correct. The public should be using an appraiser who recognizes that his mission is to get the right number. You will be in the Tax Court on repeated occasions. You want the Tax Court to know that your goal is to get the number right.
6. **Giving expert testimony is not exactly the same as producing an appraisal, and not all appraisers understand that.** It is the job of an expert in a litigation to provide wise counsel to the party and the party's counsel as well as providing accurate appraisal testimony.
 - a. The job of an appraiser in a litigation is to take the information that he collects in the appraisal process and any other information that is supplied, and render an opinion based on that evidence.

- b. It is permissible for the attorney to ask the appraiser to accept certain assumptions that evidence will be supplied at trial as long as that is noted in the appraiser's opinion.
 - c. The lawyer can ask the appraiser a hypothetical opinion. Some appraisers doggedly persist in refusing to answer such questions under the mistaken belief that there is an ethical problem.
 - d. The appraiser must listen to the lawyer with reference to what is legally permissible and what legal standard applies to what the appraiser should consider. For example, in a straight-up appraisal, the appraiser might consider a comparable across the river from the subject located in Wisconsin. But the lawyer might instruct the appraiser to disregard that comparable on the grounds that the Tax Court does not give much weight to that comparable.
 - e. The appraiser must be willing to adjust his opinion to new facts disclosed in the discovery process, and to factual information that is provided to the appraiser throughout. If the appraiser is saying "I can't consider that, because its not in my appraisal," you have the wrong person.
 - f. You are NOT looking for an appraiser who is trying to please you with the answer you want. What you want is an appraiser who is trying to get the right number, and who is flexible enough to adjust his opinion, favorably or unfavorably, based on new information however supplied.
7. Your appraiser should be willing to assist you in understanding the other side's appraisal, explaining the problems with it, and preparing a rebuttal.
- C. In larger cases, consider the possibility that you might use other experts.
- IV. Using Discovery to obtain accurate information about the foundation of the appraisals
- A. There are some major impediments to trial preparation in Tax Court. In larger cases especially, you and your attorney should consider whether it is worth using discovery and other information sources to limit the risk that you will be unprepared at trial
- 1. **Problem 1:** Expert appraisal disclosure typically very close to trial. As a result, the appraiser may make factual assumptions that are completely erroneous, yet you will have little time to prove the error.
 - 2. **Problem 2:** Appraisers typically rely on hearsay, and if they are in advocacy mode, they may not engage in due diligence to assure

themselves that the second hand information is accurate

3. **Problem 3:** Typically larger more valuable facilities do not have a substantial number of close comparables, because they are seldom sold, and because they tend to each have attributes which make them different: time of sale, marketplace, land value, special lease arrangements, lease-fee sales, and so on.
4. **Problem 4:** The commercial market takes great pains to conceal leasehold transactions. As a result, there is often a great mystery surrounding the transactions which might provide the most accurate information.
5. **Problem 5:** Taxpayers routinely contend that their own certificates of real estate values are inaccurate. Property taxation is the only area of public taxation where we tolerate taxpayers providing information and then attempting to walk away from it with impunity.
6. **Problem 7:** Taxpayers advocates routinely make it extremely difficult to get discovery information.
7. **Problem 8:** Taxpayers appraisers often exclude from consideration virtually every transaction which would give the subject and its comparables value, leaving only those transactions which are at the very bottom of the market. In our view, all transactions should be considered in Tax Court, not just the ones that are likely to be stripped of their value.
 - a. “Build to Suit” This is the theory that when an owner leases a property that is built to the tenant's specifications that the lease tells us nothing about its value. Build to suit transactions occur when the tenant decides to use leasehold financing of a new facility instead of buying or leasing an existing property. It is a market transaction that provides information about value.
 - b. Allocated sales This is the theory that when an industrial or commercial owner sells a property that the value it assigns to the real estate on its federal and state tax returns as well as the certificate of real estate value is false, fraudulent or manipulated and therefore should be ignored. Ignoring ongoing business sales strips from the market analysis those properties that typically have the most value.
 - c. Covenant not to compete sales. Sometimes an owner sells a property with the condition that it may not be used for its current use. This is a value destroying condition. Sometimes an owner simply refuses to sell to competitors: this too is a value destroying condition.

- d. Leased-fee transactions. A significant number of transactions involving income producing property are leased-fee transactions. This allows the appraiser to discount the sale price considerably as a matter of judgment in a way that makes the actual comparable sale subject to wide swings in interpretation.

- 8. **Problem 9:** Appraisers sometimes rely on completely erroneous assumptions about the subject, its marketplace, its trade area, or about comparable transactions. One of the major goals in a tax court case is to sell your trade area to the Tax Court and prevent attempts to compare it to lesser markets. Taxpayer advocates routinely classify all of outstate Minnesota as if it were simply one giant marketplace.

- 9. **Problem 10:** Taxpayer appraisers routinely make assumptions about their own client's motivations without having to provide direct evidence that this is the actual motivation.

- B. For this reason, you should consider engaging in discovery or investigation to combat these common problems in Tax Court cases
 - 1. Document production
 - 2. Depositions
 - 3. Information sharing amongst lawyers and appraisers, including Tax Court transcripts, pre-trial memoranda, post-trial memoranda and appraisals.

v. Challenging an Appraisal in Tax Court

Now, I'm going to provide some thoughts on how to challenge an adverse appraisal in Tax Court.

Where the cross-examination of an expert has been unsuccessful, this is either due to the fact that the expert was not vulnerable to cross-examination or the cross examiner was not prepared and qualified to conduct the examination, either because he was not familiar with all of the factual information relative to the expert's testimony, because he was unfamiliar with the science, trade or specialty of the expert, or because he was lacking in information as to both of these elements. **Fricke, Planning and Trying Cases** (West 1952).

A comprehensive monograph on cross examining the appraisal expert in tax court would encompass the entirety of appraisal science. For each principle of appraisal science, there is a corresponding line of cross examination. The primary mission of the cross examiner is to

uncover problems in the appraisal and the appraiser's judgment. We cannot possibly categorize all the issues which might be approached in cross examination: we would be writing a treatise on appraisal. By the same token, one could write a lengthy monograph on the art of cross examination itself, applying these fundamental principles to the cross examination of an expert.

The fundamental principles of cross examination do largely apply, of course. The cross examiner must acquire a fundamental understanding of the expert's subject matter. The cross examiner uses leading questions to force the expert to come to grips with the chain of reasoning important to the cross-examiner. The cross examiner rarely poses questions the answer to which is completely unknown to the cross-examiner. The cross examiner avoids comprehensive assaults on the integrity of the witness except in the rare case where the cross examiner is virtually certain that such attacks are warranted and will be persuasive to the trier of fact. The cross examiner pursues the fundamental principles of impeachment: locking the witness to an indefensible position, calling upon the witness to acknowledge the materiality of that position to the overall opinion, and then and only then presenting the damaging contrary information.

In Tax Court we are dealing with repeat witnesses. That is to say, the Tax Court judges are generally familiar with these witnesses; they have heard their testimony before and recognize them, for better or worse, to have competence in their fields. Challenging these old friends credibility is in some sense dangerous, because it is like insulting an old friend. So the cross examiner should instead focus on the merits of the specific appraisal and get to the heart of fundamental issues. Since the appraiser must appear before the courts on subsequent occasions, the appraiser's license to defend the ridiculous is not as great as it would be when an expert is testifying before a jury. If an expert tells a jury that the moon is made of green cheese, that jury might even believe it, but at worst, there are only 6 people wandering around, never to be seen again, questioning the expert's views on green cheese and the moon.

But in Tax Court, the expert must admit to fundamental principles, even if damaging to the case at hand, or suffer a permanent loss of credibility with the Court. And so, you may have much greater success with these witnesses in getting them to credit important aspects of your theory of the case. And if you can get the expert to credit important pillars of your case, then of course that is more persuasive than having your own expert alone propound that principle.

The focus of cross examination is to isolate the reasons for the differences between the competing appraisals: to convince the Court that the opposing appraisal rests upon speculation, errors in judgment, mistakes in fact, or an approach to valuation technique with which the Court disagrees. Sometimes the differences derive from an accumulation of smaller judgments, each of which contributes to the overall magnitude of the discrepancy. Sometimes the differences derive from one significant assumption or approach which infects the entire appraisal process. Small differences in assumptions, such as the discount rate, can produce major changes in the valuation, for example in the income approach to value. See Crossroads Center (Rochester) v. Commissioner, 176 N.W.2d 530, 535 (Minn. 1970). You must spend a corresponding amount of time challenging these assumptions.

Importance of Cross-Examination: In Pekarek v. Pekarek, a frustrated Court of Appeals called for appointment of a neutral court-appointed expert to resolve disparate

evaluations of tax shelters in the divorce context. 362 N.W.2d 394, 397 (Minn. App. 1985); see Minnesota Rules of Evidence 706. But our adversarial system of justice allocates the search for truth elsewhere: to effective cross examination. From its earliest years, the Tax Court has recognized the importance of subjecting expert testimony to cross-examination. In Schaak v. County of Ramsey, 1983 WL 1071, (Minn.Tax 1983), the parties tried the case without live expert testimony, using instead written appraisals submitted to the court. Judge Knaap complained: "Without the benefit of being able to observe the witnesses in the courtroom on direct and cross-examination it is impossible for the Court to make a determination as to the credibility of the two expert witnesses." In Apple Valley Mini Storage Ltd. Partnership v. County of Dakota, (Minn.Tax 1994) 1994 WL 47688, (five buildings used for mini-storage warehouse facilities), Petitioner had an appraisal completed but his appraiser was unable to appear at trial. The Court refused to receive the appraisal, since its author was not available to establish a foundation and to be subject to cross examination.

What is the Expert Doing? Establishing a value, or answering a hypothetical question. Under Rule 703, an expert witness may base an opinion on "the facts or data....perceived by or made known to the expert at or before the hearing." This means that the expert may offer testimony based on "first hand knowledge of the facts, facts revealed at trial by testimony of other witnesses, or by way of hypothetical questions. The Rule also permits the opinion to be based on data or facts presented to the witness prior to trial." **Advisory Committee Comments to Rule 703.** These functions are, at times, at war with the basic instincts of the appraiser, which is to give a appraisal based opinion of value. Appraisers who testify in Court typically believe that their role is limited to providing and defending an appraisal. But they can perform other functions. It is entirely appropriate for an appraiser to answer hypothetical questions posted by the lawyer or the court calling for a conclusion of value other than that which would be submitted by the appraiser left to his own devices.

We see this exact processing happening in Hansen v. County of Hennepin, 527 N.W.2d 89 (Minn. 1995) where the tax court requested (ordered) that each expert perform three additional development cost approach analyses based on sets of variables provided by the court. The Court's provision of these alternative variables constituted hypothetical questions: the experts were ordered to testify what the value of the property would be if assumptions different from those used and advocated by the appraiser would be.

Attack on factual basis for the opinion: An important part of the critique of an appraisal, then, is to challenge the reliability of the appraiser's information about comparable sales. There are three basic approaches here. First, the cross examiner can establish that the appraiser's knowledge of the specific facts is unreliable because it is based upon second or third hand information and unverified. Second, the cross examiner can present the witness with contrary information and procure an admission that the assumptions or foundation may well be incorrect. Third, the cross examiner can establish first-hand independent evidence that the appraiser's information is incorrect. Rarely will the appraiser provide you with satisfactory evidence that his own factual information is incorrect. Rarely will your own appraiser's contradiction of those facts, based on similar levels of inquiry, provide you with the satisfaction you need. You are reduced to making a judgment as to whether it is worth the substantial expenditure of additional funds to retrieve first hand proof by deposition or subpoena.

Sometimes you may be able to attack the appraiser for applying a double standard as to sales verification. Sales which seem to verify his position are regarded as accurate indicators of value. Sales which do not are rejected as having problems: they are not arms-length; there are aspects which cannot be verified, and so on. An appraiser should not be allowed to accept the seller's report of purchase price as accurate on a selective and self-serving manner.

Credibility: We find throughout the decisions numerous examples where the Court finds the approach of one expert to be "more credible" than the approach of another. Cf. Industrial Equities Group, LLC v. County of Anoka, 1999 WL 1116799, (Minn. Tax 1999). In Northwestern Nat. Life Ins. Co. v. County of Hennepin, 1996 WL 494994, (Minn. Tax 1996) the court resolved a five million dollar difference in valuations and said:

We found both experts credible and thoughtful witnesses regarding the DCF approach to value.... We found Mr. X the more credible witness regarding the cost approach particularly with regard to his calculation of functional and economic obsolescence.

In Security Bank Minnesota v. County of Mower, 1996 WL 138106, (Minn. Tax 1996), involving a banking facility, the court stated (with X and Y substituted for names):

After reviewing the experts' written and oral testimony, we find Mr. X's sales and adjustments more considered and reasonable. Mr. Y admitted on cross-examination that he erred by not aggregating his adjustments and in several cases he did not personally verify the terms and conditions of his sales comparables. We, therefore, rely on Mr. X's indication of value using the sales comparison approach.

In Equitable Life Assurance Society of U.S. v. County of Hennepin, 1995 WL 702527, (Minn. Tax 1995) (portions of Southdale Shopping Center), the Court had to resolve a more than 50 million dollar difference in valuations. The Court wrote:

The Rosedale appraisal was Mr. Leirness' first appraisal of a super-regional mall and we found his testimony to be credible. In fact, we relied on his methodology in reaching our final opinion of Rosedale's fair market value..... His appraisal of Southdale is Mr. Leirness' second appraisal of a super-regional mall and he has used a different methodology here. He has obviously spent a significant amount of time researching Southdale, its history and operations. He has studied the retail markets in this area and consulted with buyers and sellers in this niche (regional and super-regional malls) to understand the motivations of the players. We were impressed with the depth of his work....Mr. Korpacz did not pretend to have such a personal knowledge of Southdale or the retail environment in Minnesota. However, Mr. Korpacz and his firm appraise dozens of regional and super-regional malls each year.

Two meanings of credibility (1): Inference that the expert's conclusions are generally worthy of belief or not worthy of belief The decisions suggest that the Court seems

actually to be using the term credibility in two entirely different ways. The narrow and more traditional use of the term credibility is “trustworthy, worthy of belief.” In this sense, the court might find the testimony of a particular expert less credible because the expert (a) lacks experience or training, (b) failed generally to be diligent in accumulating data, (c) evinces a propensity to make mathematical or other errors (d) covers up or conceals application of judgment by failing to manifest the process by which conclusions have been reached, (e) evinces a lack of understanding of fundamental principles applicable to the problem at hand, (f) arrives at unusual or unreasonable results, or makes errors which call overall credibility into question (g) displays a career long propensity to support petitioners or respondents. In all of these areas the Court might properly conclude that it should draw adverse inferences about the entirety of the expert’s testimony. There is something about the testimony of the witness which makes me uncomfortable: for this reason I don’t know whether to credit any of it. And so in In Matter of Petition of Gamble Development Company for Review of Real Estate Taxes Payable in 1974, 1975, 1976, 1977, and 1978, 1981 WL 1227, (Minn.Tax 1981) we have the Court rejecting the testimony of an appraiser as follows:

Taking into account his demeanor on the witness stand; his evasive answers; his inconsistency and lack of candor, the Court has serious reservations about his credibility

See also Kierce v. Commissioner of Taxation, 1977 WL 948, (Minn.Tax 1977) (one appraiser more qualified than the other).

Two meanings of credibility (2): Inference that the expert’s conclusion on a particular issue should be rejected. In many instances, however, the Court says that the testimony is “less credible,” simply because the court disagrees with a particular part of the expert’s testimony. In this sense, the court may find that both experts are well prepared, well educated, thoroughly experienced, and diligent in their analysis. But the Court simply disagrees with the approach of one expert, preferring the other. The court finds the petitioners’ expert witness’ choice of construction class in Marshall Field “less credible” than the respondent’s, by which the Court really means, “we agree with the construction class used by petitioner’s expert. The court disagrees with respondent’s expert’s use of out-of-state comparables and therefore finds his testimony less credible, which means really that the court prefers in-state comparables.

This second meaning of credibility, then, does not really go to the credibility of the expert’s testimony in general, but rather to the court’s preference for one approach over the other. For example, in Winco, Inc. v. County of Le Sueur, 1997 WL 18297, (Minn.Tax 1997) the court referred to respondent’s expert as credible in this second sense:

Finally, we find [Respondent’s expert’s] income approach more credible than [Petitioner’s] income approach. [Respondent’s expert] used market comparables to calculate market expenses and used a 25% vacancy and credit loss. In contrast, [Petitioner’s] insurance costs, reserves and 40% vacancy rate are exceedingly high. [Respondent’s expert] developed a cap rate from the market, a method preferred by this Court, and loaded his cap rate with the effective tax rate, a method accepted by this Court.

The Court is not really drawing an inference against the credibility of Petitioner's expert in this context; it is merely stating that it prefers the approach adopted by one expert over the other on the matter of the income approach to value.

It makes sense, therefore, for the cross-examiner carefully to consider whether she is challenging the credibility of the expert in general, or whether the cross-examiner is seeking to disclose weaknesses in particular aspects of the appraisal. Both approaches are valid when used appropriately, but the cross examination loses credibility when general credibility and professionalism are attacked inappropriately.

Challenging Credibility in the traditional sense

- VI. **Competency.** Basic principals of trial practice tell us that direct challenges to the qualifications of the expert on voir dire is to be avoided in most cases and reserved instead for cross examination.
- A. Educational Background and certification.
 - B. Experience: Does the expert have experience in evaluating this particular kind of property?
 - C. Does the expert have familiarity with the basic principles of appraisal applicable to this case. Can he explain the appraisal approach with reference to fundamental principles of appraisal science, to define terms and place principles in their context?
 - D. Are there errors within the appraisal which reflect on the overall quality of the appraisal process?
 - E. Role of "USPAP violations." Allegations of USPAP violations are, at times, overused. The cross-examiner should consider carefully why the USPAP challenge is being used: to prove that the appraiser isn't a professional; to prove that the appraiser is unaware of his obligations and duties, to prove that the appraisal is not persuasive; or to intimidate the witness. In this connection distinguish two different lines of attack for the appraiser's invocation of, or failure to invoke, the Departure Rule. In some cases, it is appropriate for the cross examiner to challenge the appraiser for failure to note a departure, for the purpose of questioning an aspect of the appraisal—in the same sense that the cross-examiner might challenge a minor mathematical error. In other cases, it is appropriate to use USPAP standards to bolster the cross-examiner's argument that the appraiser has missed something very important. In very rare cases only is it productive to carry this further and suggest that the appraiser is somehow unprofessional, a "USPAP violator", or generally unworthy of belief. The role of the USPAP attack should be proportionate to the severity of the violation and its materiality to the significant issues in the case.
- VII. **Bias**
- A. Does the witness draw a significant amount of his/her compensation from advocating for taxpayers or for taxing authorities, or limit his/her practice to advocating for one side or the other?
 - B. Does the witness seem to make every inference in favor of the party for whom he or she is testifying?

- C. Has the witness made significant errors in favor of the party for whom he or she is testifying?
- D. Has the witness provided the party with a preliminary estimate or range of values in a way which may have induced the party to retain the witness. The use of a low-cost preliminary or limited appraisal based upon desk review may place the appraiser in a difficult position with respect to the client. The client may perceive this preliminary estimate as an inducement to further substantial expenditures in costly legal proceedings. The preliminary estimate of value, if it leads to significant expenditures by the customer, may create undue pressure on the appraiser to fulfill expectations. For this reason, the existence of a preliminary estimate is relevant to bias?
- E. Does the appraiser seem to be making large adjustments in one direction, and correspondingly small adjustments in the other?

Two approaches to cross examination (challenge to steps of reasoning; challenge to overall result). Putting aside a challenge to the general credibility of the appraiser, any time you challenge an opinion you have two approaches available to you. You may challenge individual steps in the reasoning process, or you may challenge the overall result as being unreasonable when placed in general perspective. For example, the opinion given in Westling v. County of Mille Lacs, 512 N.W.2d 863 (Minn. 1994) involved an appraisal of contaminated property. One might challenge the appraiser's judgment in that case by attacking the amount of adjustment for stigma (and the appraiser's assessment of the role of stigma in the marketplace), the appraiser's use of remediation costs as an adjustment to market value, or the appraiser's conclusions as to the amount of pollution in comparison to other similar properties. These are examples of the first approach. Here, you challenge specific adjustments based on specific facts and circumstances. But one might also challenge the appraisers's overall result as being unreasonable as an end product. In this context, the cross-examiner might present the witness with indisputable facts which seem to call into question the ultimate result. The result, you might argue, simply doesn't make sense in light of other facts which we know to be true. This latter approach harkens back to your math teacher's refrain: "but is your answer reasonable." Each of these approaches are valid and persuasive when used appropriately.

The key to effective cross examination of a valuation expert in tax court is to determine the reason for the difference between the valuation you are defending and the the valuation with which your client disagrees.

Importance of Discovery. It is difficult effectively to prepare for cross examination within the five days allotted for appraisal exchange. It is absolutely critical, therefore that the discovery process be utilized to provide advance information sufficient to allow effective preparation for cross examination. You should receive information about the comparables being investigated by the adverse appraiser as soon as that information becomes available, and long before the actual appraisal is completed. Cf. Gale v. County of Hennepin, 609 N.W.2d 887, (Minn. 2000) (As we have stated, "trial by ambush" fell out of favor in the courts of this state over 50 years ago.) The five-day rule recognizes that a complete and final appraisal is a costly and detailed process. There is good reason for deferring the expense associated with preparation until the last minute. But that reasoning does not apply to exchange of the list of potential

comparable sales and other information available at an earlier stage. Each expert must know long before appraisal completion which properties he intends to investigate. Exchange of the list of potential comparables aids in the search for truth by allowing each party to accumulate specific information about those properties.

Cross-Examining the Sales Comparison Approach: Isolating Problems with the **Appraisers Grid.** The sales comparison approach selects comparable sales and makes upward or downward adjustments to the reported purchase price to arrive at an estimate of value for the subject property. This process is relatively straightforward in a market composed of numerous sales of relatively comparable properties. But industrial and commercial properties, or properties specially configured for a particular user present special difficulties and fertile ground for appraiser's judgment. Each step of the process should be carefully reviewed .

1. **Comparable selection:** Explore the criteria used by the appraiser to select comparables. Location, comparable highest and best use, similar market, does the selling price provide useful information, closeness in time, arms-length sale? By the time the final appraisal is submitted, both appraisers should be aware of each other's comparable list, as we have stated. There should be no payoff for surprising your adversary with an undiscovered comparable. We are not engaged in a scavenger hunt. You should not rightfully earn much mileage from the fact that your adversary was unaware of a comparable. The mileage comes from knowing about the comparable, but failing to account for it appropriately.

2. **Has the Appraiser Appropriately Defined the Highest and Best Use?:** The definition of highest and best use is critical. Is the subject a bank or an office building, a turkey plant or a food manufacturing facility. A bank sold for banking clearly produces greater value than sold as a general purpose office building, and so the determination of highest and best use must be carefully examined. In Tax Court, the taxing authority typically argues that defining the highest and best use more broadly and generically will tend to lower the appraised value of the facility, because it will include sales for uses different from the actual highest and best use. The taxpayer will argue that a narrow definition of highest and best use captures business value rather than real estate value. This argument reverses itself in eminent domain proceedings. Note that the appraiser's definition of highest and best use affects the way in which she makes adjustments and the selection of comparables.

3. **Personal Knowledge of the Appraiser:** If the appraiser has personal knowledge of the comparable and its terms of sale, that should instill confidence in appraiser's judgment. See Security Bank Minnesota v. County of Mower, 1996 WL 138106, (Minn.Tax 1996)(Banking facility--in several cases appraiser did not personally verify the terms and conditions of his sales comparables--we, therefore, rely on other appraiser's indication of value using the sales comparison approach.) But Cf., Lewis v. County of Hennepin, 623 N.W.2d 258 (Minn. 2001) (Tax Court did not commit reversible error in allowing appraiser to rely on information contained in deceased appraiser's appraisal).

4. **Are all critical value influencing factors reported and accounted for?** The sales comparison approach rests upon the assumption that the appraiser can determine what aspects of the comparable sale influenced its value. If the appraiser fails to investigate all aspects

of the transaction impacting value, then the appraiser will be led to error. Certain aspects of transactions are routinely reported in the appraisal industry: land-to-building ratio, construction class, average age of the building, for example. These factors are reported, because they have a well-known impact on value, true, but they are also reported because they are readily available. Focus on these traditional indicators of value, however, may in some circumstances mask other significant factors which influence a transaction in a particular instance. Do not allow adverse appraisers to blithely assume that they have done their job by simply acquiring information about commonly reported information. This is no substitute for actual investigation of the sale.

An example. Suppose, for example, that a classroom is composed equally of boys and girls. Suppose we record the test scores of all students and place those scores in a table showing name, gender and score. We will immediately be led to assign all possible variation in the scores to gender, to the maximum extent possible. So doing, we may overstate or understate the role of gender in test scores. Suppose for example, that in this particular class, most of the boys are younger (or older) than most of the girls. By failing to investigate the age of the students, we may have missed what is really going on here. Our report on the gender influences on test scores may seem reliable--indeed it may even pass muster according to tests of statistical significance--because we have failed to investigate or report the influence of other important factors. Unless we actually visit the classroom, we may never have recognized the importance of age in this particular classroom.

This need carefully to look for all value influencing factors is especially important in problem appraisals, such as industrial and commercial properties, because the universe of potential comparables is so low. It is not sufficient, then, for the appraiser to report only those factors which tend to be common to all facilities: the appraiser must account for all factors important to the transaction. And failure to do so should furnish fertile ground for cross examination.

Statistics supply us with measures of the amount of variation in the dependent variable explained by the measured dependent variable. Sometimes, we find that most of the variation is explained by factors which we haven't measured. In these circumstances, we must look for other variables. The same principle applies to the more judgmental appraisal process. It is error to assume in advance that all or most of the variation in value is accounted for by pre-determined variables. That is stacking the deck in favor of those variables. The appraiser should begin by asking about each transaction, what was significant to the market, to the buyer and the seller. The appraiser should not have a pre-determined list of factors applied blindly to all comparables. Regional location, proximity to supportive infrastructure, transportation links, zoning, structural deficiencies, environmental constraints, labor market, may be important, but in all cases, the appraiser needs to inquire as to specific issues involved in the specific sale.

5. **Has the appraiser chosen categories and units of comparison that make sense:** In the previous paragraph, we pointed out that it is important that the appraiser account for all value influencing factors. It is also important to scrutinize the way in which the appraiser categorizes these factors. For example, suppose the appraiser accumulates industrial sales from

across the country, collecting data on land to building ratio, construction class, age, and regional type. Notice that reporting of two of these factors, land-to-building ratio and age, are relatively objective. A building which is 39 years old will be treated as somewhat older than a building which is 35 years old. But the other two require the appraiser to place the facility in a category which may mask important differences between facilities assigned to that category. Assignment of facilities to particular categories may mask variation going on within the category thereby making it appear that the category is less important than it really is, or otherwise masking what is really happening. For example, it makes a big difference in the outcome if the appraiser assigns all non metropolitan sales to one category and metropolitan sales to another, as opposed to dividing these regions into constituent parts.

6. **Has the appraiser properly assigned each comparable to its appropriate category?** An appraiser's judgment may influence the outcome by assigning a comparable to a particular classification inappropriately. Consider whether the appraiser should report a facility in Duluth and Rochester, Rice and St. Cloud, St. Cloud and Bloomington, Marshall and Melrose, Fergus Falls and Elk River as locationally similar or different. And what is the appropriate adjustment to be applied to account for these differences? In most cases where an appraiser has offered an opinion which seems unreasonably high or low, one will find an accumulation of questionable adjustments of this kind. The job of the cross examiner here is (a) to isolate and clarify the judgment which the appraiser has actually made, (b) to pin down the reasoning behind the judgment which has been made, (c) and to establish if appropriate that the appraiser's judgment may be unreasonable.

7. **Are adjustments consistently and appropriately applied?** Correspondingly, one should ask whether the appraiser makes similar upward and downward adjustments in similar circumstances. Cf. *Lewis v. County of Hennepin*, 623 N.W.2d 258, (Minn. 2001). One of the areas to look for here is inconsistency in assumptions about the role played by the specific designed use of the property. For example, suppose the taxpayer contends that the specific use of the facility, say banking, should not be considered as the property's highest and best use. Suppose the taxpayer argues that the facility should be considered for general purpose occupancy. Then it is inconsistent with that contention to deduct deficiencies in the property specific to banking. This issue commonly arises in connection with quasi-special use properties with features specially designed to accommodate a particular function or process. In these instances, taxpayer will argue that the market for this facility is not buyers seeking to utilize the facility for a specific process, but rather buyers who will purchase the facility and convert it to a more general use. Having so assumed a general use, the taxpayer argues that the price will be depressed reflecting the need to adapt the facility to the more general use. If the taxpayer pursues this line of reasoning, it would be inconsistent simultaneously to seek a deduction because of insufficiencies in the facility in accommodating the specific process for which the facility has been designed. A troubling discussion of this issue in a real case may be found in *Marquette Bank Nat. Ass'n v. County of Hennepin*, 589 N.W.2d 301, (Minn. 1999).

In short, the taxpayer should not be able to argue that the facility is not a frozen food warehouse, and then turn around and get a deduction because it is ill-suited to house frozen food.

8. **Has the appraiser bracketed the subject with comparables both above and**

below? If an appraiser chooses comparables which are primarily below (or above) his appraised valuation of the subject, that is a warning signal that the appraiser is seeking to lower (or increase) the value of the property. I

9. **What are the total Gross and Net Adjustments:** The magnitude of adjustments necessary to arrive at the comparable represents a very important measure of comparable selection. We are interested in the quantity of adjustments, of course, because they tell us (a) how much appraiser adjustment and judgment has been applied and (b) correspondingly, how comparable are the facilities really. Both gross and net adjustments are important in this regard, **but the gross adjustment is by far the most important indicator of the amount of appraiser's judgment which must be applied.** Ideally, the comparables should bracket the subject: there should be some above and some below so that the Court can see what superior and inferior properties look like.

10. **Transparency of Adjustment:** In his submission for the 1989 MILE Property Tax publication "Reducing Property Taxes", an appraiser wrote "I do not believe it is necessary to provide the Court with adjustment grids as grids simply become 'cannon fodder' for the County Attorney." **See Role of the Fee Appraiser in ad valorem litigation, Section V.** And this is precisely the point, isn't it. It is very important that the appraisal itself report the adjustments which have been made in considerable detail, so that the Court and adverse party can examine the judgments which have been made and put them to the test. So that it can serve as "cannon fodder for the County Attorney," if that be justified. Failure to report these adjustments transparently goes to the credibility of the appraisal. See generally 1986 WL 9457, Georgia-Pacific Corp. v. County of Hennepin, (Minn. Tax 1986)(Lumber Yard Hennepin County)

Final thoughts on preparation. My partner, William Smoley, who tries eminent domain cases, likes to visit key comparable sales himself. This involves a decision which balances cost against reward. He argues that you cannot do justice to the cross examination without becoming personally familiar with the comparable sales.

You are trying these cases to the Tax Court. There is a fundamental difference in approach to cross examining an expert in a court case as opposed to a jury case. If you were trying your case to a jury, you could get away with a host of devices to confuse and obfuscate. But in Tax Court you want to impress the Court that you, the lawyer, have thought through your client's approach to valuation in a careful and considered way. The Court wants to reason along with you. You are trying to present an organized intellectual thoughtful reasoned explanation of your position. For this reason, the more organized, the more reasoned, the more logical your cross examination, the better chance you have to register your position with the Court.

In short, you should not be landing random blows: you should be presenting a theory of your case in an organized way that is transparent to the Court, if not the witness.

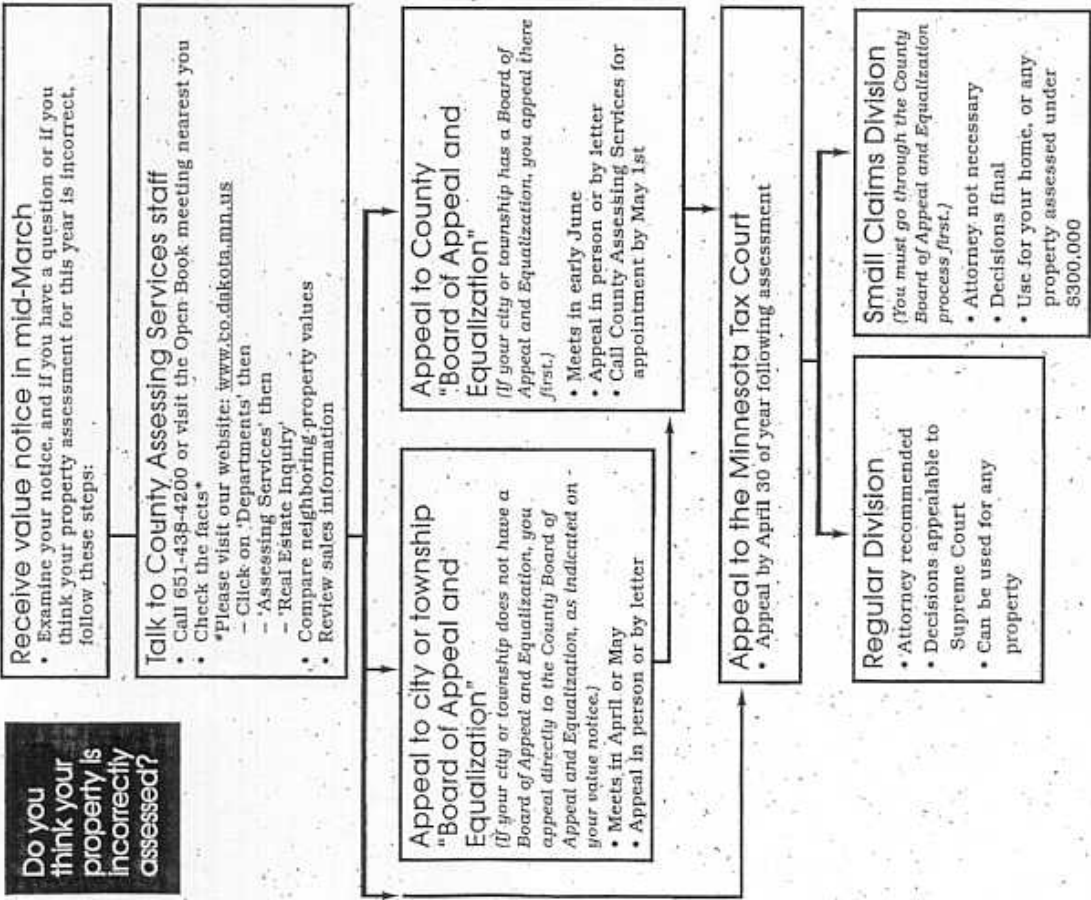
Section 3

Sample Forms and Reports

Sample Reports and Forms

This section of the toolkit includes many sample reports and forms that may be useful in your new position. The sample forms and reports came from Dakota County, and the City of St. Cloud Assessor's Office. If you have any questions about the sample forms or reports, contact Teresa Mitchell at Dakota county or Steve Behrenbrinker at St. Cloud. Also included is a copy of the St. Cloud City Assessor's Annual report. This report has many items that provide a total summary of the annual assessment. We hope these are helpful to you in developing and reporting your assessment information.

Do you think your property is incorrectly assessed?



The Dakota County Board of Commissioners encourages taxpayers to call or visit, attend the various meetings on valuation and budget, and learn all you can about the taxation process. Assessing staff is ready to discuss your valuation and classification questions with you at any time.

For more information on property assessment and classification, contact:
Assessing Services: 651-438-4200
Want more info, call: 1-800-237-1056
Web site: www.co.dakota.mn.us
http://www.co.dakota.mn.us/casestudies/assessing_services.asp
This website is a link to the information on this page.
Email: assessing_services@co.dakota.mn.us

UNDERSTANDING YOUR PROPERTY ASSESSMENT

How Dakota County Government estimates property values

The Dakota County Board of Commissioners wants to make sure your property valuation is fair and equitable.

This brochure explains how properties are assessed.

County Board of Commissioners

- DISTRICT 1 Joseph A. Harris
- DISTRICT 2 Kathleen Gaylord
- DISTRICT 3 Thomas Egan
- DISTRICT 4 Nancy Schaulweiser
- DISTRICT 5 Michael E. Turner
- DISTRICT 6 Paul J. Krause
- DISTRICT 7 Wills E. Branning

COUNTY ADMINISTRATOR, Brandt Richardson

Dakota County Assessing Services
1590 Highway 55
Hastings, MN 55033-2372
651-438-4200
www.co.dakota.mn.us

Understanding your assessment

In Minnesota, property taxes provide most of the funding for local government services. Dakota County collects the taxes and distributes the money to cities and townships, school districts, special districts such as the Metropolitan Council and the Metropolitan Mosquito Control District, and, of course, the County.

Each property's share of taxes is determined according to its value, use, and the property tax levies. Unlike many counties where cities and townships employ their own assessors, responsibility for estimating property values and setting classification for tax purposes in Dakota County is designated to the County Assessor. This system is more cost efficient and helps maintain equitable assessments throughout the County.

What does the County Assessor do?

1. Estimate values

The law specifically requires that assessors view each parcel of real estate to appraise its market value. Property values change continuously with changing economic conditions. In addition to market changes, numerous physical changes affect the value of land and buildings. Such changes include draining and clearing the land, improving the adjacent public streets and installing utilities, and adding to or remodeling buildings. All factors are considered in estimating the value of property. This requires physical inspection of all property subject to assessment.

2. Classify property

The Assessor also determines the classification, or use, of each parcel. For instance, property may be residential homestead (owner-occupied), residential non-homestead, agricultural, or commercial. Each classification is taxed at a different percentage of market value.

What is "market value"

Minnesota Statute 272.03 defines "market value" as "the usual selling price at the place where the property... is...at the time of assessment." It is "the price that could be obtained at a private sale or an auction sale, if the assessor determines that the price from an auction sale represents an arms-length transaction. The price obtained at a forced sale shall not be considered." In other words...

Market value = the price that would prevail under competitive open-market conditions.

How does the assessor determine market value?

JAN 2

State law requires that the value and classification of real estate be established as of Jan. 2 each year. The County's Assessing Services Department works throughout the year to estimate the market value of each property for the following Jan. 2.

A. View property

Approximately every fifth year, a County appraiser will view the property. Appraisers will present proper identification and leave a business card

when inspecting properties. Any property that had a building permit issued in a given year is viewed and its new value calculated for Jan. 2 following the construction.

B. Gather information

The appraiser gathers information on all characteristics of the property that affect market value, such as size, age, quality, basement finish, and extra features, such as fireplaces, walk-out basements, etc.

C. Compute value

The characteristics are entered into a computerized system. Information on actual sales is updated to reflect market trends, and the computer calculates the property's value.

The market value estimated by the appraiser in this way should be very close to the amount the property would sell for, if placed on the open market.

The State Board of Equalization requires the overall level of assessment to be between 90 and 105% of market value. Dakota County consistently meets the State Board's requirement.

D. Mail notices

The Assessing Services Department mails a Value Notice to each property owner by mid-March every year. The assessment on Jan. 2 forms the basis for the following year's tax. That is, the value and classification on Jan. 2, 2007, affects the taxes payable in 2008.

Who are these appraisers and what are their credentials?

Appraisers employed by the Dakota County Assessing Services Department are professionals, with stringent training and experience requirements set by the State Board of Assessors. The State Board of Assessors governs and administers licensure of appraisers.

Dakota County insists on additional training in the areas of management, organization and customer service.

Is there a way to appeal the assessed value of property?

If you disagree with – or have questions about – your estimated market value or classification, there are several methods to appeal:

First, collect any information you have to show why you believe your estimated market value or classification is incorrect, such as a recent appraisal of your property, recent sales of similar properties, etc. Then, visit our web page: www.co.dakota.mn.us - click

'Departments' then - click on 'Assessing Services' then - 'Frequently Asked Questions' - or click on 'Real Estate Inquiry'

Contact the Dakota County Assessor:

- Call the office at 651-438-4200 or 1-800-247-1056 for non-metro, or visit the office at 1590 Highway 55, Hastings, Minnesota, or
- Attend the informal, open book meeting nearest your home (as listed on your value notice) to talk with a County appraiser and review the information used to determine market value for your property.

If your concern is not resolved:

- Attend the annual Local Board of Appeal and Equalization or County Board of Appeal and Equalization meeting identified on your value notice. (If your city or township has a Local Board of Appeal and Equalization, you must start there; if not, you would go straight to the County Board of Appeal and Equalization.)

If your concern is still not resolved:

- You may petition the Minnesota Tax Court.
- Tax Court petitions may be filed after you receive your value notice and before April 30 of the year the taxes are payable. For more information, call the Minnesota Tax Court, 651-296-2806.

To: Dakota County Property Owner
From: William H. Peterson, County Assessor
Subject: Assessing Services Survey

In order to serve you the taxpayer in the most efficient and effective manner possible, I am requesting your in-put.

Recently, an appraiser from our department visited your property. I would appreciate your views on our service, and encourage you to take a few minutes to complete the attached survey form. This will help us to evaluate our service, and make improvements in those areas where service is less than it should be.

Thank you for your time and help in this project.

William H. Peterson
DAKOTA COUNTY ASSESSOR
Dakota County Administration Center
1590 Highway 55
Hastings, Minnesota 55033-2372

William H. Peterson
 DAKOTA COUNTY ASSESSOR
 Dakota County Administration Center
 1590 Highway 55
 Hastings, Minnesota 55033-2372
 651-438-4200
 www.co.dakota.mn.us

(TEAR OFF AND RETURN THIS HALF)

Recently, an appraiser from the Dakota County Assessor's Office visited your property. To help us evaluate our service to you, please indicate how you would rate the appraiser. This is a random sampling of property owners visited by our staff. Please return this pre-paid, self-addressed card to the Dakota County Assessor's Office. Thank You.

The appraiser:	Excellent	Good	Average	Fair	Poor
Was courteous	_____	_____	_____	_____	_____
Presented proper identification	_____	_____	_____	_____	_____
Completed appraisal in a timely fashion	_____	_____	_____	_____	_____
Explained why the appraisal was being conducted	_____	_____	_____	_____	_____

Inspected the interior of the building: _____ Yes _____ No

I was unaware an appraiser was at my property: _____ Yes

Your name: _____ (optional) Address: _____ (optional)

Comments:

Appraiser # _____

GDI No. 20530 5/2001

REVALUATION ANNOUNCEMENT

In the near future, an appraiser from Dakota County Assessing Services will be stopping at homes in your neighborhood, as part of the on-going revaluation program. The appraiser will have identification and in most cases will request permission to inspect your home. This inspection will take approximately ten minutes. In some cases, when our records appear complete, an exterior inspection will be sufficient. If you wish to schedule an appointment prior to an appraiser stopping by, please call 651-438-4200; non-metro call 1-800-247-1056, Ext. 4200.

If you are not home and an interior inspection is requested, an information tag will be placed on your door requesting you to schedule an appointment. Without an interior inspection, we cannot guarantee accurate information and a fair and equitable assessment of your property as required by law.

Even though state law authorizes assessors to enter dwellings to conduct their appraisals, the same law recognizes a property owner's right to privacy. If you wish to deny appraiser access, you must notify us either verbally or in writing. Statute directs that we then make our best estimate of the property's market value by making assumptions concerning the property's finish and condition. No appeal board may change a market value without an interior inspection.

Please call 651-438-4200 or e-mail: assessing.services@co.dakota.mn.us with comments or questions.

THANK YOU FOR YOUR COOPERATION. William Peterson, Dakota County Assessor



Dakota County Assessing Services
Administrative Center
1590 Hwy. 55
Hastings, MN 55033-2372
www.dakotacounty.us



Assessing Services
Dakota County Administration Center
1590 Highway 55, Hastings, MN 55033
651.438.4200 www.dakotacounty.us

OFFICIAL NOTIFICATION

An appraiser from Dakota County Assessing Services stopped to appraise your property and found no one home. As part of our duty, we have observed your property's exterior and verified building sizes.

Please call the appraiser to make an appointment to have your property appraised so we may accurately complete our records. An inspection typically takes less than 10 minutes to complete.

To insure a fair and equitable appraisal it is necessary to view the interior of your property. Without viewing the interior, by law, we must make assumptions regarding the interior features of your property. These may include the quality of the home, basement finish (square footage), number of bedrooms and bathrooms, remodeling, etc. *These assumptions may result in a higher market value for real estate taxes.*

By law, a property owner may refuse to allow an assessor to inspect their property. The refusal must be made to the county assessor as required by state law (M.S. 273.20). If you fail to contact us within a reasonable timeframe (2 weeks) we will assume you have exercised this right.

Thank you for your cooperation.

- An interior inspection is requested.
Please call for an appointment so we can complete an accurate appraisal of your property.
 - An exterior inspection has been performed and our records appear complete. If you would like an interior inspection, please call for an appointment.
-

ID# _____ Date: _____

Rev. 8/06



Dakota County Assessing Services
Dakota County Administration Center • 1590 Highway 55 • Hastings MN 55033
651.438.4200 • Fax 651.438.4485 • www.co.dakota.mn.us

August 22, 2006

XXX Development Co.
% XXX XXX
XXXX County Road 42 W
Burnsville, MN 55337

RE: 2007 Estimated Market Value For:

Project Name: XXXX
P.I.D.#: XXXX
Address: XXXX, Apple Valley MN

Dear Property Owner or Manager:

We are currently updating our property records to establish the 2007 market value for property taxes payable in 2008 as required under Minnesota Statute 272.01. I have recently made an inspection of the property referenced above to view its physical attributes. As a follow-up to my inspection, and to aid in valuation, we have provided a survey requesting actual income and expense information. As noted on the survey form, this information is needed for a variety of reasons and all income/expense information (including rental rates, expense rates and net rentable area) will be kept confidential (nonpublic) by statute.

Please complete the survey and return it in the envelope provided, or if an electronic version is available, please email to address below. If this information already exists in a different format, feel free to substitute it for the enclosed form.

Any information provided is appreciated and will assist our office in establishing a more accurate and equitable assessment of your property. Without accurate information the value will be established based in part on assumptions, which may not be accurate, and could result in an artificially high value for property tax purposes. Please call or email me directly with any questions. Thank you for your cooperation.

Sincerely,

XXXX, SAMA, CAE
Commercial Appraiser
Dakota County Assessing Services
1590 Highway 55, Hastings MN 55033
XXXX@co.dakota.mn.us
(Phone) 651-438-xxxx (Fax) 651-438-4485

Enclosures

From: XXXXXX, XXXX
Sent: Wednesday, July 19, 2006 4:25 PM
To: XYZ
Subject: XYZ Buiding

Dear Mr. XXXXX,

We are currently updating our property records to establish the 2007 market value for property taxes payable in 2008 as required under Minnesota Statute 272.01. I have recently made an inspection of the property referenced above to view its physical attributes. As a follow-up to my inspection, and to aid in valuation, we are requesting the following information:

- 1) Please provide your rentable area and the beginning and end dates of your current lease
- 2) Please indicate what the current base rent is and include any increases over the term
- 3) Is there percentage rent?
- 4) Are there any options?
- 5) What expenses are you, as the tenant, responsible for (i.e. cam charges, taxes, structural repairs etc.)

This information is needed for a variety of reasons and all income/expense information will be kept confidential (nonpublic) by statute.

Any information provided is appreciated and will assist our office in establishing a more accurate and equitable assessment of your property. Without accurate information the value will be established based in part on assumptions, which may not be accurate, and could result in an artificially high value for property tax purposes. Please call or email me directly with any questions. Thank you for your cooperation.

XXXXXXXXXX, SAMA, CAE
Commercial Appraiser
XXXXX County Assessing
1590 XXXXX, XXXXX MN 55850
(Phone) 651-XXX-XXXX (Fax) 651-XXX-XXX

PROPERTY ID. #:

or
LEGAL DESCRIPTION:

DAKOTA COUNTY ASSESSOR
GOVERNMENT CENTER
1590 HWY. 55
HASTINGS, MINNESOTA 55033
651-438-4200

PURCHASE PRICE OF LAND:
\$ _____/SF
DATE OF PURCHASE: _____
TYPE OF DEED: _____
Cost of special assess-
ments, if not included
in the purchase price of
land: \$ _____

SWORN CONSTRUCTION STATEMENT

(YOU MAY PROVIDE A FINAL ITEMIZED BILLING STATEMENT
FROM YOUR CONTRACTOR INSTEAD OF THIS FORM)

OWNER'S NAME: _____ PROPERTY ADDRESS: _____

IMPORTANT NOTICE: This statement must be complete as to names of all persons and companies furnishing labor and/or material on the premises herein.

ITEMS	FURNISHED BY: Labor, Material Subcontractors	TOTAL COST	AMOUNT	
			PAID	BALANCE
1. Survey, Bldg. Permit				
2. Architectural Svce.				
3. Clearing Bldg. Site				
4. Excavating, Filling				
5. Grading, Backfill				
6. Foundation				
7. Concrete				
8. Blocks				
9. Waterproofing				
10. Concrete Work				
11. Floors, Steps, Walks				
12. Driveways				
13. Roofing				
14. Pre-stressed Concrete Units				
15. Structural Steel				
16. Laminated Units, Trusses				
17. Brickwork, Chimney, Fireplace				
18. Stonework, Stone				
19. Ornamental Iron				
20. Lumber				
21. Roofing Material				
22. Wood Flooring				
23. Sheetrock				
24. Insulation				
25. Hardware, Rough				
26. Hardware, Finish				
27. Millwork, Trim, Windows				
28. Cabinet Work, Cabinets				
29. Counter, Vanity Tops				
30. Glass Mirrors				
31. Sheet Metal, Gutterwork				
32. Plumbing, Roughing In				
33. Plumbing Materials				
34. Water, Gas, Sewer Conn.				
35. Well, Pump				
36. Septic System				
37. Heating				
38. Air Conditioning				

OVER

ITEMS	FURNISHED BY: Labor, Material & Subcontractors	TOTAL COST	AMOUNT PAID	BALANCE
39. Electric Wiring				
40. Electric Fixtures				
41. Plastering, Drywal				
42. Material				
43. Drywall Taping				
44. Stucco				
45. Material				
46. Painting, Inter., Decoratg				
47. Painting, Exterior				
48. Tilework, Ceramic, Plastic				
49. Linoleum, Floor Tile				
50. Floor Finishing				
51. Garage Doors				
52. Oven, Range Top, Hood, Fan				
53. Disposal, Incinerator				
54. Exhaust Fans				
55. Dishwasher, Refrigerator				
56. Blacktopping				
57. Carpeting				
58. Sodding, Sod				
59. Landscaping				
60. Carpentry, Labor				
61. Contractors Fee				
62. Interim Fin during const				
63. Lease Information:	Length of Lease			
Total Amount of Lease Per Year	Operating Expenses			
Sq. Foot Area Leased:	Taxes Paid By:			
		TOTAL:		

Financing:

Was structure financed through a lending institution: _____
Name of Institution: _____
Dollar Amount Financed: _____
Was there an appraisal done? _____
By Who: _____ Date of Appraisal: _____
Appraised Amount: _____

STATE OF MINNESOTA
COUNTY OF DAKOTA

The undersigned, being first duly sworn, each for himself, as contractor and owner of the property at the address shown on the reverse side hereof, deposes and says that the foregoing are the names of all parties having contracts or subcontracts for specific portions of the work on said property and building or material entering into the construction thereof, and the amounts due and to become due to each of said parties; that the items mentioned include all labor and material required to complete said building according to plans and specifications; that there are no other contracts outstanding; and that there is nothing due or to become due to any person for material, labor, or other work of any kind done upon said building other than as above stated.

Subscribed and sworn to before me this _____

Day of _____, 20____

Contractor

Notary Public

Owner

My commission expires _____

EMPLOYEE SELF-EVALUATION FORM

Name:	Job Title:
Dept./Division:	Supervisor:
Review Period From: <i>to</i>	

The performance evaluation process is an opportunity for the employee and the supervisor to have a discussion on the employee's performance during the last evaluation period. This form was created as a tool for the employee to detail items that are to be discussed with the supervisor at the evaluation meeting. This form is for your use only.

1. Describe some of the highlights of your performance (some of the things you feel good about or are most proud of) during the last 12 months.
Where do you think you excelled during this review period?
What progress have you made on the areas identified in your last review?
Are you satisfied? What behavior changes, new skills and achievements can you cite?
2. Describe things that could have been done better or differently and what changes you would make. Are there areas where you feel you need improvement? If so, how can your supervisor help you?
3. Do you have any suggestions or ideas that you would like to offer that would help improve the productivity of the office? Identify any problems or concerns you have that need to be addressed and your thoughts for change or improvement.
4. What training or educational course would you find helpful in developing specific abilities or skills that would assist you in the performance of your job duties?
5. What goals at work would you like to set for the coming year and what can your supervisor do to help you accomplish these goals? What are your future goals? What are your career plans? What would you like to be involved in?
6. Please list any ideas, suggestions, or thoughts that you would like to discuss at the time of your review.

**ASSESSOR'S DIVISION
CITY OF ST. CLOUD
EMPLOYEE PERFORMANCE EVALUATION**

Evaluation Date:	Staff Member Name:	Job Title:
Date Employed in this Position:		Evaluation Period: To
Annual <input type="checkbox"/> Probationary <input type="checkbox"/> Other <input type="checkbox"/>		Supervisor:

<p>1. Work Quantity & Quality</p> <p>Comments:</p>	<p>Acceptable <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p> <p>Unacceptable <input type="checkbox"/></p>
<p>2. Communications</p> <p>Comments:</p>	<p>Acceptable <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p> <p>Unacceptable <input type="checkbox"/></p>
<p>3. Reliability</p> <p>Comments:</p>	<p>Acceptable <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p> <p>Unacceptable <input type="checkbox"/></p>
<p>4. Attendance, Punctuality, Sick leave</p> <p>Comments:</p>	<p>Acceptable <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p> <p>Unacceptable <input type="checkbox"/></p>
<p>5. Judgment & Decision-making</p> <p>Comments:</p>	<p>Acceptable <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p> <p>Unacceptable <input type="checkbox"/></p>
<p>6. Self-direction, Self-accountability</p> <p>Comments:</p>	<p>Acceptable <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p> <p>Unacceptable <input type="checkbox"/></p>
<p>7. Interactions, Customer Service</p> <p>Comments:</p>	<p>Acceptable <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p> <p>Unacceptable <input type="checkbox"/></p>

Briefly summarize and rate areas established for improvement at previous interview (if any):

Exceeded	Met	Not Met

List of work objectives and goals targeted for next 12 months.

Employee: List the steps/actions you plan to take that will help you meet your goals.

Supervisor: List the steps/actions you will take to help the employee meet the established goals.

OVERALL PERFORMANCE SUMMARY

Acceptable

Needs Improvement

Unacceptable

Supervisor's Summary Comments:

EMPLOYEE'S COMMENTS

This section is optional for the employee to complete. The employee may also choose to prepare and submit written comments, on a different sheet of paper, for up to seven working days after the date of evaluation. These comments, which may be additional information, disagreements, or positive reactions to the evaluation process, may be submitted to the supervisor and personnel.

Is the job/position description for this position accurate? Yes No

If no, briefly indicate reason(s):

Are there any areas of this evaluation where you do not agree with the evaluation? Yes No

If yes, please indicate which areas and your reasons:

I have read and had an opportunity to discuss the contents of this form with my supervisor. My signature does not necessarily mean that I agree with this rating.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Department Head _____ Date _____

REQUEST FOR COMBINATION OF CONTIGUOUS PROPERTIES

Date:

TO: Dakota County Treasurer-Auditor
1590 Highway 55
Hastings, MN 55033-2372

Please combine the following tax parcels into one parcel. It is understood that this will be for tax purposes only.

List PID's and descriptions, or attach copies of tax statements. Surveys are helpful if available.

PID	DESCRIPTION
_____	_____
_____	_____
_____	_____

The following guidelines must be met.

The property must be in the same ownership names. (Example: if one parcel is in a husband only, and one is in husband and wife, we will not combine until they are the same.)

The parcels must be in the same section or subdivision. We will not combine across section lines or subdivision lines.

All delinquent and full year current taxes must be paid before we will combine any parcels.

A one time \$25.00 processing fee made out to Dakota County must be enclosed with this letter.

Signature of owner of property

BDMA EFFECTIVE AGE TABLE FOR COMMERCIAL / INDUSTRIAL PROPERTIES

Act Age	PHYSICAL CONDITION						
	Excellent	Good	Ave +	Average	Ave -	Fair	Poor
0	0	0	0	0	0	0	0
2	1	2	1	2	2	2	2
4	1	3	3	4	4	4	4
6	2	4	4	6	6	6	6
8	2	5	5	8	8	8	8
10	3	5	7	10	10	10	10
12	3	5	7	11	12	12	12
14	4	5	8	12	13	14	14
16	4	6	8	13	14	15	16
18	4	6	9	14	15	16	18
20	5	7	10	15	16	18	20
22	5	7	10	16	18	20	22
24	5	8	11	17	20	22	24
26	5	8	12	18	22	24	26
28	6	9	12	19	23	26	28
30	6	9	13	20	24	27	30
32	6	9	14	21	26	29	32
34	7	10	14	22	28	31	34
36	7	10	15	23	29	32	36
38	7	11	16	24	30	34	38
40	8	11	16	25	31	35	40
42	8	12	17	26	33	36	42
44	8	12	18	27	34	38	43
46	8	13	18	28	35	39	45
48	9	13	19	29	36	41	46
50	9	14	20	30	38	42	48
52	9	14	20	31	39	43	50
54	10	14	21	32	40	45	51
56	10	15	21	33	41	46	53
58	10	15	22	34	43	48	54
60	11	16	23	35	44	49	56
62	11	16	23	36	45	50	58
64	11	17	24	37	46	52	59
66	11	17	25	38	48	53	61
68	12	18	25	39	49	55	62
70	12	18	26	40	50	56	64
72	12	18	27	41	51	57	66
74	13	19	27	42	53	59	67
76	13	19	28	43	54	60	69
78	13	20	29	44	55	62	70
80	14	20	29	45	56	63	72
82	14	21	30	46	58	64	74
84	14	21	30	46	58	64	74
86	14	21	31	47	59	66	75
88	14	21	31	47	59	66	75
90	14	22	31	48	60	67	77
92	14	22	31	48	60	67	77
94	15	22	32	49	61	69	78
96	15	22	32	49	61	69	78
98	15	23	33	50	63	70	80
100+	15	23	33	50	63	70	80

FISCAL DISPARITIES

A thorough explanation can be found on the following web site from the State of MN House Research Department:

<http://www.house.leg.state.mn.us/hrd/pubs/fiscaldis.pdf>

A BRIEF DESCRIPTION:

Fiscal Disparities is a program that was started by the State Legislature in 1971 intended to SHARE the growth in commercial and industrial (CI) tax value between the individual communities in all seven counties in the metropolitan area.

The value of CI value in each community in the seven counties was established as a base value in 1971.

Each year since 1971, 40% of the GROWTH in CI value in each city/township, over the 1971 base, is contributed to a 'metropolitan pool'; the growth value is then re-distributed to each city/township based on the 'fiscal capacity' of that particular community.

Fiscal capacity is:

The formula is based wholly on fiscal capacity, defined as equalized market value per capita. There is no measure of spending need in the distribution formula other than population. This means that:

- If the municipality's fiscal capacity is the same as the metropolitan average, its percentage share of the areawide tax base will be the same as its share of the area's population;
- If its fiscal capacity is above the metro average, its share will be smaller;
- If its fiscal capacity is below the metro average, its share will be larger.

Since the growth in CI value in Lakeville has increased dramatically since 1971, as have all the communities in Dakota County, the contribution to the Fiscal Disparities Metropolitan Pool has also increased.

**New Construction Stage of Completion
Commercial / Industrial
Stage for 200__**

Date: _____

P.I.D.#: _____

Foundation / Slab	10%	
Frame / Sheathing / Siding	30%	
Roofing	15%	
Windows / doors	5%	
Completed Shell	60%	
Plumbing / Wiring	10%	
Heating / cooling	10%	
Drywall	10%	
Fixtures / Hardware / Decoration .	10%	
Essentially Complete	100%	

Appraiser may use their discretion in applying these rates.

Appraiser: _____

Notes: _____

MARKET ANALYSIS FOR XYZ WAREHOUSE

PROPERTY ID XX-XXXXX-XXX-XX
 ADDRESS 12345 1st St.
 ZONING/CITY I-1/Burnsville
 FEE OWNER XYZ Company

	SUBJECT	COMP #1	COMP #2	COMP #3	COMP #4	COMP #5	COMP #6
PROPERTY NAME	xyz	Warehouse A	Warehouse B	Warehouse C	Warehouse D	Warehouse E	Warehouse F
ADDRESS	12345 1st St.	1111 1st Ave	1112 1st Ave	1113 1st Ave	1114 1st Ave	1115 1st Ave	1116 1st Ave
CITY	BURNSVILLE	BURNSVILLE	BURNSVILLE	BURNSVILLE	BURNSVILLE	BURNSVILLE	BURNSVILLE
C.E. SALE PRICE		\$1,650,000	\$2,085,000	\$901,500	\$1,200,000	\$1,200,000	\$2,450,000
DATE OF SALE		28-Dec-2005	01-Jul-2004	12-Sep-2006	12-May-2005	01-Sep-2005	12-Jan-2005
GROSS BLDG AREA	40,000	44,000	48,000	18,000	30,000	26,000	40,000
OFFICE FINISH	10,000	5,636	7,006	5,380	6,096	5,800	12,634
% OFFICE FINISH	25.00%	12.81%	14.60%	29.89%	20.32%	22.31%	31.59%
YEAR BUILT	1980	1976	1978	1975	1967	1968	1994
LAND AREA	125,000	124,879	127,476	43,566	108,750	80,611	136,874
QUALITY	AVERAGE	SIMILAR	SIMILAR	SIMILAR	SIMILAR	SIMILAR	SIMILAR
CONDITION	AVERAGE	SIMILAR	SIMILAR	INFERIOR	INFERIOR	SIMILAR	SIMILAR
LOCATION	AVERAGE	SIMILAR	SUPERIOR	SUPERIOR	SIMILAR	SIMILAR	SIMILAR
STORY HEIGHT	17	17	18	20	16	16	17
YR BLDG RATIO	3.13	2.84	2.66	2.42	3.63	3.10	3.42
ADJ. PRICE / GBA		\$37.50	\$43.44	\$50.08	\$40.00	\$46.15	\$61.25

ADJUSTMENTS

TIME	1.051	1.125	1.015	1.082	1.067	1.099
LOCATION	1.000	0.950	1.000	1.000	1.000	1.000
LAND TO BLDG RATIO	1.015	1.022	1.028	0.975	1.001	0.990
AGE	1.060	1.020	1.070	1.150	1.140	0.880
QUALITY/CONDITION	1.000	1.000	1.050	1.050	1.000	1.000
BUILDING SIZE	1.000	1.000	0.900	1.000	0.950	1.000
FINISHED OFFICE	1.122	1.104	0.951	1.047	1.027	0.934

NET ADJUSTMENT	1.269	1.230	1.004	1.334	1.188	0.894
ADJ PRICE [/] TOTAL	\$2,093,850	\$2,564,550	\$905,106	\$1,600,800	\$1,425,600	\$2,190,300
ADJ PRICE [/] GBA	\$47.59	\$53.43	\$50.28	\$53.36	\$54.83	\$54.76

Weight to Subject 20.1% 15.5% 15.9% 14.1% 17.5% 16.9%

Date of Estimate	02-Jan-2007
Estimated Value [/] GBA	\$52.21
Estimated Value Total	\$2,090,000
Assessed Value	\$1,900,000

A positive adjustment for time is made of 5% per year to adjust sales to the assessment date.
 An adjustment for differences in office area is made using a 1% of value for each 1% difference in size.
 An adjustment for Land to Building ratio is made based on the difference in ratios [x] comp size[x] value factor [/] cor
 An adjustment for age is made using a 1% for each year difference in age.
 Adjustments for location, quality and condition are based on observation and judgment of the appraiser.

SALE VERIFICATION QUESTIONNAIRE

Certificate No: _____	Verification Date: _____
Plat/Parcel No: _____	Verified With: _____
Sale/Agreement Date: _____	Title/Position: _____ Phone: _____
Means Of Transfer: _____	Is The Sale Good?: _____

1. What is the total sale price: (including personal property, special assessments, back interest & taxes, liens, mortgages & contracts, and closing costs assumed by buyer? B S A _____
2. What is the value of any business, franchise, or personal property involved with the sale and how was it established? (please itemize) B S A _____
3. Are the terms of sale on the CRV correct? B S A _____
4. Was this property openly marketed for sale to the general public? (with whom?) (list price?) B S A _____

5. Do any of the following apply? Give details below.

<input type="checkbox"/> 00 Good Sale	<input type="checkbox"/> 03 Government/exempt party sale	<input type="checkbox"/> 02 Relative sale, Associates	<input type="checkbox"/> 09 Trade, gift, or inheritance
<input type="checkbox"/> 01 Old sale	<input type="checkbox"/> 07 Physical change after assessment date and before sale date	<input type="checkbox"/> 04 Partial interest sale	<input type="checkbox"/> 15 Forced sale/legal action
<input type="checkbox"/> 05 Use change	<input type="checkbox"/> 22 Less than 5% down payment on CD	<input type="checkbox"/> 06 Non-cash financing	<input type="checkbox"/> 16 Property division or split
<input type="checkbox"/> 10 Lessee purchase	<input type="checkbox"/> 24 Property spans multiple counties	<input type="checkbox"/> 08 Conduit/correction deed	<input type="checkbox"/> 17 Excessive non real property
<input type="checkbox"/> 10 Previous interest	<input type="checkbox"/> 26 No market exposure or appraisal	<input type="checkbox"/> 14 Sale of interest in CD	<input type="checkbox"/> 21 Bank sale not marketed
<input type="checkbox"/> 19 Relocation sale	<input type="checkbox"/> 28 Nursing home-Mobile home park	<input type="checkbox"/> 14 Contract for deed payoff	<input type="checkbox"/> 23 Sale price under \$5,000
<input type="checkbox"/> 20 Sale - leaseback	<input type="checkbox"/> 29 Allocated or Multiple property sale	<input type="checkbox"/> 18 Rewrite of terms of CD	<input type="checkbox"/> ## 1031 Exchange
<input type="checkbox"/> 31 Assemblage	<input type="checkbox"/> 30 Assessed value under plat law	<input type="checkbox"/> 25 Ag preserve, RIM, TIF	<input type="checkbox"/> ## Adjacent property owner
<input type="checkbox"/>		<input type="checkbox"/> 27 Court ordered value	<input type="checkbox"/> ## Other _____

6. In your opinion, was this a fair market transaction? B S A _____
7. How was the agreed upon price or value determined? B S A _____
8. If this is vacant land, what is the gross and usable size?, zoning?, intended use?, and available utilities? B S A _____
9. Are there any unique characteristics about the property such as environmental factors, occupancy, etc? B S A _____
10. What is the condition of the property and does it need corrective measures of any kind and what are the estimated costs? B S A _____
11. Did the buyer inspect the property at or prior to the sale? B S A _____
12. Was an appraisal done for any reason within the past year? (by whom?) (when?) (value?) B S A _____
13. What is the projected holding period on this investment? B S A _____
14. Are there any future income guarantees from the seller? B S A _____
15. Did the buyer have knowledge of the operating income at the time of sale? B S A _____
16. What is the gross potential income at the time of sale? (ACT) (PRO) (EST) B S A _____
17. What is the vacancy and credit loss at the time of sale? (ACT) (PRO) (EST) B S A _____
18. What is the operating expenses at the time of sale? (ACT) (PRO) (EST) B S A _____
19. Were reserves included in the operating expenses? (ACT) (PRO) (EST) B S A _____
20. What is the net operating income at the time of sale? (ACT) (PRO) (EST) B S A _____

Comments: _____

<i>For Office Use Only</i>	Study Period: 10/01/_____ to 09/30/_____	Rejection Code: _____	Date: _____
Date CRV received from Auditor: _____	<11/01	Good For Study: _____	Initials: _____

Abbreviations: B S A = Buyer, Seller, Agent or representative. (ACT) (PRO) (EST) = Actual, Projected by buyer, Estimated by appraiser.

2007 Income and Expense Analysis

Dear Property Owner or Tenant:

In an effort to maintain the highest degree of equalization, this office needs accurate information on all commercial/industrial properties. Not only does this information provide valuable statistical data within the county, but it serves as a means of comparing properties of various size, age and location to one another. By law this information will be kept strictly confidential.

Property Name: _____
 Property Address: _____
 Parcel ID No.: _____
 Owner's Name: _____
 Address: _____
 Phone: _____
 Gross Building Area: _____ Net Rentable Area: _____

TYPE OF FACILITY:

Community Retail _____ Neighborhood Retail _____ Restaurant _____ Convenience Store _____
 Storage Warehouse _____ Mini Warehouse _____ Manufacturing _____ Service Garage _____
 Office _____ Other (Please Describe) _____

Tenancy: Multi _____ Single _____ Owner Occupied _____

Rent Roll*

Tenant Name	Suite #	Total Footage	Amt. Office or Finished	Rent/Mo.	Rent/SF Per Year	Lease Start	Lease Ends

* If additional space is required, list on back or **attach rent roll**

Were there any rent concessions offered during 2006? Yes _____ No _____
 If yes, describe: _____

Total Real Estate Income:

2006 Rent Per Square Foot: \$ _____ 2007 Projected Rent Per/SF: \$ _____
 2006 Actual Gross Income: \$ _____ 2007 Projected Gross Income: \$ _____
 2006 Misc. Income: \$ _____ 2007 Projected Misc. Income: \$ _____
 2006 Common Area Fee: \$ _____ 2007 Projected CAM Charges: \$ _____
 Square Feet Occupied 1/1/06 _____ Square Feet Occupied 1/1/2007 _____

Real Estate Expenses:

	2006	Paid by:		2007 (Projected)	Paid by:	
		Ten.	Own.		Ten.	Own.
Management	\$ _____	_____	_____	\$ _____	_____	_____
Salaries	\$ _____	_____	_____	\$ _____	_____	_____
Utilities	\$ _____	_____	_____	\$ _____	_____	_____
Supplies/Materials	\$ _____	_____	_____	\$ _____	_____	_____
Repairs/Maintenance	\$ _____	_____	_____	\$ _____	_____	_____
Property Taxes	\$ _____	_____	_____	\$ _____	_____	_____
Insurance Per Year	\$ _____	_____	_____	\$ _____	_____	_____
Miscellaneous Per Year (Please List)	\$ _____	_____	_____	\$ _____	_____	_____

Total Real Estate Expenses: _____ (2006) _____ (2007)

If this property is for sale, give asking price: \$ _____
 Listing Broker: _____ How long on market: _____

Print Owner/Manager Name

Phone Number

Owner/Manager Signature

_____, 2007

2006 INCOME PROFORMA FOR XYZ

PID # XX-XXXXX-XXX-XX
 ADDRESS 1000 1ST STREET
 FEE OWNER XYZ COMPANY
 PROPERTY TYPE Warehouse

YEAR BUILT	1980	INCOME ANALYSIS	
GROSS BLDG AREA	10,000 SQ FT	OFFICE INCOME	\$21,250
OFFICE AREA	2,500 SQ FT	WAREHOUSE INCOME	\$30,000
WAREHOUSE	7,500 SQ FT	OTHER INCOME	\$0
TOTAL RENTABLE AREA	10,000 SQ FT	POTENTIAL GROSS INCOME	\$51,250
OFFICE RENTAL RATE	\$8.50	LESS: VAC & COLL LOSSES	\$5,125
WAREHOUSE RENTAL RATE	\$4.00	EFFECTIVE GROSS INCOME	\$46,125
OVERALL BLENDED RATE	\$5.13 [1] RENTABLE	LESS EXPENSES:	
VACANCY ALLOWANCE	10.00%	VACANT AREA	\$1,000
SQUARE FEET VACANT	1,000 10%	RESERVES & TI'S	\$2,000
SQUARE FEET OCC.	9,000 90%	TOTAL	\$3,000
VACANT AREA EXP/SQ FT	\$1.00	NET OPERATING INCOME	\$43,125
RESERVES & TENANT IMP	\$0.20 [1] RENTABLE	CAPITALIZED VALUE	\$489,000
CAPITALIZATION RATE	8.50%	ADD: Excess Land Value	
VACANT AREA TAX RATE	0.32%	TOTAL ESTIMATED VALUE:	\$489,000
OVERALL RATE (OAR)	8.82%	Estimated Value [1] GBA	\$48.90
		Estimated Value [1] NRA	\$48.90
		2006 assessed market value	\$450,000

2007 Income and Expense Analysis: Hotel and Motel

Dear Property Owner or Tenant:

In an effort to maintain the highest degree of equalization, this office needs accurate information on all commercial/industrial properties. Not only does this information provide valuable statistical data within the county, but it serves as a means of comparing properties of various size, age and location to one another. By law this information will be kept strictly confidential.

Property Name: _____
 Property Address: _____
 Parcel ID No.: _____
 Owner's Name: _____
 Total No. Rooms _____ #Single/Double _____ #King/Queen _____ #Suites _____
 Average Daily Room Rate:\$ _____ % of Occupancy: _____

Published Rate	Single/Double	King/Queen	Suite
Weekday			
Weekend			

INCOME:

- (1) Rooms..... _____
- (2) Food..... _____
- (3) Beverage..... _____
- (4) Banquet and Convention..... _____
- (5) Telephone..... _____
- (6) Other Income..... _____
- (7) Sub Total..... _____
- (8) Commissions & Concessions..... _____
- (9) Store Rental..... _____
- (10) Sub Total..... _____
- (11) Total Income From Operations..... _____

COST OF GOODS SOLD AND DEPARTMENTAL EXPENSES:

- (12) Rooms..... _____
- (13) Food..... _____
- (14) Beverage..... _____
- (15) Banquet and Convention..... _____
- (16) Telephone..... _____
- (17) Other Direct Expenses..... _____
- (18) Total Costs and Expenses..... _____
- (19) Gross Operating Income..... _____

OPERATING EXPENSES:

- (20) Franchise Fee..... _____
- (21) Administrative Costs..... _____
 - Administrative & General..... _____
 - Management Fee..... _____
 - Advertising & Sales Promotion..... _____
 - Payroll & Payroll Taxes..... _____
 - Other Administrative..... _____
- (22) Utilities..... _____
 - Electricity..... _____
 - Water & Sewer..... _____
 - Other Utilities..... _____
- (23) Maintenance & Repair..... _____
 - Maint. & Repair Payroll..... _____
 - Elec., Plumbing, HVAC Repairs.. _____
 - Exterior Repairs..... _____
 - Parking Lot Repairs..... _____
 - Roof Repairs..... _____
 - Contract Repairs..... _____
 - Misc. Maint. & Repairs..... _____
 - Janitorial..... _____
- (24) Services..... _____
 - Trash Removal..... _____
 - Landscape..... _____
 - Security..... _____
 - Miscellaneous..... _____
- (25) Insurance (One Year Only)..... _____
- (26) Reserve for Replacement..... _____
- (27) Total Operating Expenses..... _____
- (28) Total Costs and Expenses (Total Line (18) & (27))..... _____
- (29) Gross Operating Profit..... _____

If this property is for sale, give asking price:\$ _____
 Listing Broker: _____ How long on market: _____

Print Owner/Manager Name _____ Phone Number _____, 2005
 Owner/Manager Signature _____

DAKOTA COUNTY CI TAX CALCULATOR- PAY 2007

2006 Market Value \$29,405,400

FILL IN SHADED BOXES ONLY!

(Classification=Commercial Preferred)

Parcel 34-XXXXX-XXX-XX School District 199

Pay 2007 Taxes

Tax Capacity	1 st	\$150,000	1.50%	\$2,250.00
Remainder		\$29,255,400	2.00%	\$585,108.00
Total TCAP				\$587,358.00

Local Rate	0.892790
FD Ratio	0.3336890
FD Rate 2007:	1.195300
City Ref Rate	0.0000665
School Ref Rate	0.0013682
County Ref Rate	0.0000516
State Tax Rate	0.4803200
Special Assements	\$0.00

TCAP	\$587,358
FD RATIO	0.333689
FD TCAP =	\$195,995
FD RATE *	1.195300
FD TAX =	\$234,272.82

TCAP	\$587,358
FD TCAP -	\$195,995
Local TCAP =	\$391,363
Local Tax Rt	0.892790
Local Tax =	\$349,404.97

State Tax:	0.480320
TCAP	587,358
State Tax:	\$282,119.80

City Ref Rate	0.0000665
Market Value	29,405,400
City Ref Portion	1955.46

Sch Ref Rate	0.0013682
Market Value	29,405,400
Sch Ref Portion	\$40,232.47

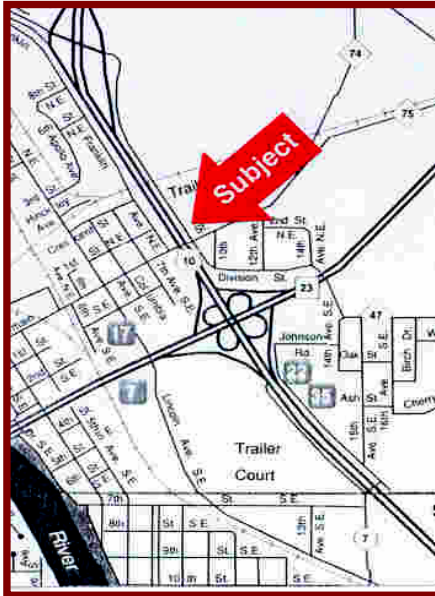
County Ref Rate	0.0000516
Market Value	29,405,400
County Ref Portion	\$1,517.32

Total Tax =	
FD Tax +	\$234,272.82
Local Tax +	\$349,404.97
State Tax +	\$282,119.80
City Ref +	\$1,955.46
School Ref +	\$40,232.47
County Ref +	\$1,517.32
Total Tax =	\$909,502.84
Special Assements	\$0.00
Total Tax + Sp Asmts	\$909,502.84

XYZ Hotel / Motel Inn

	2003 Pay 2004		2004 Pay 2005		2005 Pay 2006		78	
	78	2002 I/e	78	2003 I/e	78	2004 I/e	78	ADR
Number of Rooms								
Personal Property/Rm New	\$4,000	ADR	\$4,000	ADR	\$4,000	ADR	\$4,000	ADR
Personal Property/Rm As Is	\$3,500	\$64.24	\$3,500	\$64.24	\$3,500	\$68.58	\$3,500	\$65.70
Personal Property Useful Life (Years)	12.0	OCC	12.0	OCC	12.0	OCC	12.0	OCC
Return on Personal Property	9.0%	59.97%	9.0%	58.06%	9.0%	66.45%	9%	61.49%
Revenues								
Rooms	1,106,322	99.7%	1,064,360	99.5%	1,303,993	99.6%	1,158,225	99.6%
Food and Beverage								
Telephone	3,873	0.3%	5,464	0.5%	5,645	0.4%	4,994	0.4%
Other Income								
Total Revenue	\$1,110,195	100.0%	\$1,069,824	100.0%	\$1,309,638	100.0%	\$1,163,219	100.0%
Operating Expenses								
Departmental	(433,540)	39.1%	(429,388)	40.1%	(447,244)	34.2%	(436,724)	37.5%
Adm & Gen'l	(164,316)	14.8%	(123,036)	11.5%	(158,923)	12.1%	(148,758)	12.8%
Energy	(54,742)	4.9%	(56,756)	5.3%	(59,029)	4.5%	(56,842)	4.9%
Management								
Insurance	(11,013)	1.0%	(21,593)	2.0%	(21,798)	1.7%	(18,135)	1.6%
Franchise Fees	(78,337)	7.1%	(114,595)	10.7%	(131,685)	10.1%	(108,206)	9.3%
Marketing	(38,653)	3.5%	(26,948)	2.5%	(8,735)	0.7%	(24,779)	2.1%
Maintenance	(99,065)	8.9%	(94,345)	8.8%	(54,435)	4.2%	(82,615)	7.1%
Total Undistributed Oper. Expenses	(\$879,666)	79.2%	(\$866,660)	81.0%	(\$881,849)	67.3%	(876,058)	75.3%
Reserves for Structural/Decorating								
Net Income Before Tax	\$230,529	20.8%	\$203,164	19.0%	\$427,789	32.7%	287,161	24.7%
FPE Replacement Reserve	(\$26,000)	2.3%	(\$26,000)	2.4%	(\$26,000)	2.0%	(\$26,000)	2.2%
FPE Return	(\$24,570)	2.2%	(\$24,570)	2.3%	(\$24,570)	1.9%	(\$24,570)	2.1%
NOI B4 Tax After Personal Property	\$179,959		\$152,594		\$377,219		\$236,591	
Tax Rate	3.20%		3.20%		3.20%		3.20%	
Capitalization Rate	10.50%		10.50%		10.50%		10.50%	
Overall Rate	13.70%		13.70%		13.70%		13.70%	
Indicated Value	\$1,313,572	\$16.841	\$1,113,821	\$14.280	\$2,753,424	\$35.300	\$1,726,939	\$22.140
Assessor's EMV	\$3,058,300	\$39.209	\$2,980,000	\$38.205	\$2,800,000	\$35.897		

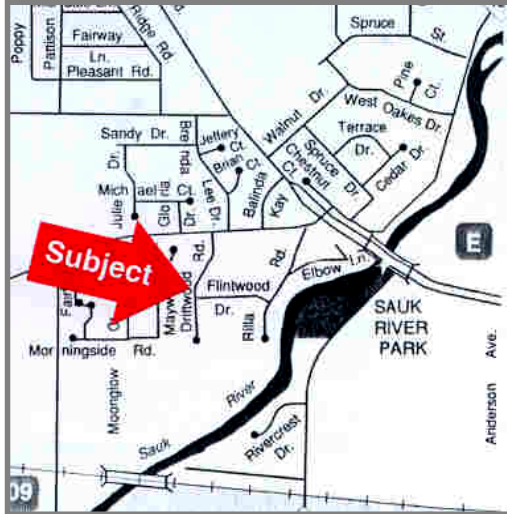
**Commercial Sale
Fast Food Restaurant**



Sale #:	2006 . 15 . R
Address:	10 Highway 10 N
Complex Name:	Wendy's
Property Use:	Restaurant
Year Built:	1985
Type Construction:	Class D
Condition:	
Building Size-SqFt:	
Ground Floor Area:	3,778
Gross Floor Area:	3,778
Basement Area:	
Mezzanine:	
No. of Stories:	1/N
Wall Height:	
Heat / Cool:	HVAC
Sprinkler:	
Elevator:	
Site Utilities:	City Water/Sewer
Land Area:	39,819
Zoning:	C5
Misc:	
Verified:	Buyer

Parcel #:	17.01419.00
Buyer:	Nearco V LLC
Seller:	Quality Restaurants Inc
Sale Date:	7/6/2006
Sale Price:	\$960,000
Adjustments:	\$0
Net Sale Price:	\$960,000
Terms:	WD
Sale Price-SqFt:	
Ground Floor Area:	\$254.10
Gross Floor Area:	\$254.10
Comments:	
Telephone #	651-714-0030

APARTMENT SALES



Sale # 2006 . 11 . A

Address:	815 Driftwood Dr
Complex:	Sandwood
Student:	

Parcel #:	82.44893.032
Buyer:	Sandwood Apartments LLC
Seller:	Roger H. Schmidt

Land Area:	33,575	Year Built:	1978
Condition:			
Bldg Area:		14,877	
Total Apartment Units:		18	
Total Garage Units:		12	

Sale Date:	9/18/2006
Sale Price:	\$625,000
Adjustments:	\$36,000
Net Sale Price:	\$589,000
Terms:	WD

Apartment Unit Mix			
Efficiency	1	3-BR	
1-BR	17	4-BR	
1-BR Den		DetGge	
2-BR		TuckGge	
Amenities		Included w/Rent	
Security:		Heat:	
Decks:		Elec:	
Pool:		Cable:	
Dishwash:		Garage:	
Other:		Wash/Dry:	

Net Price per Unit:	\$32,722
per SqFt:	\$40
Comments:	

Verified: Buyer

Phone: 651-225-8227



DATE: September 10, 2008
 TO: St. Cloud City Apartment Owners
 FROM: St. Cloud City Assessor's Office

St. Cloud Assessor's Office
 400 2nd Street South
 St. Cloud, MN 56301
 Phone: 320-255-7203 Fax: 320-255-7205

To better equalize values on apartments in St. Cloud, we request that you as owners/managers supply our office with current information regarding your property. Please complete and return this questionnaire to the above address by October 1, 2008. If this questionnaire is not returned, we will contact you personally. If you no longer own or manage this property, please inform our office. If you have any questions or comments, please call Steve Bruggeman at 320-650-3356.

The information you furnish is CONFIDENTIAL and will not be filed with the property records or exposed to public inspection. Thank you in advance for your cooperation. If the data below is not accurate, please provide the correct information.

Parcel #	Property Address	Apartment Name
Owner	Manager	Total Number of Units

Indicate the type of units, # of each unit type, monthly rent per unit and currently vacant.

Type of Units	# of Units	Monthly Rent	Currently Vacant
Efficiency Units		\$	
1-Bedroom Units		\$	
1-Bedroom/Den Units		\$	
2-Bedroom Units		\$	
2-Bedroom/Den Units		\$	
Double/Master Units		\$	
3-Bedroom Units		\$	
Detached Garage Units		\$	
Tucked Garage Units		\$	

Estimate of overall vacancy rate for past 2 years: _____ %

Indicate amenities included in rent (x)

- | | | |
|---|---|---|
| <input type="checkbox"/> Heat | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Water, Sewer, Garbage |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Basic Cable TV | <input type="checkbox"/> Garbage Disposal |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Refrigerator/Stove | <input type="checkbox"/> Washer/Dryer in apartment unit |
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Window Coverings | <input type="checkbox"/> Other _____ |

Are you offering any rent incentives? Yes _____ No _____ If yes, explain incentives:

Notes: Comments:

Survey Completed By: _____, Owner/Manager (circle one) Date _____
Please Print Name

Telephone number: _____

Contact Steve Behrenbrinker if you would like the electronic version.

Valuation Form: Market Rate Apartments
Direct Capitalization Approach

Property Information	
Parcel #:	
Address:	
Apt Name:	
Owner:	
Built:	
# Units:	100
# BR's:	151
Floor Area(SF):	

Unit Type:	# Units	Market Rent
Effcy	6	\$470
1BR	46	\$535
1BR/Den	0	\$0
2BR	45	\$640
2BR	0	\$0
3BR	3	\$725
Garage Tucked	34	\$45
Garage Detached	20	\$30

Market Assumptions	
Market Vacant	7.5%
Market Expense:	
Operate incl. Tax	45.00%
Management	6.00%
Reserves	4.00%
Total	55.00%
OAR:	7.50%
Cap Rate	7.50%
Effective Tax Rate	0.00%
Misc. Inc. Unit	\$300
Pers. Prop. Unit	\$2,500

Valuation	
PGI Rent:	\$726,420
-Vacancy Loss:	\$54,482
+Misc Income:	\$30,000
=EGI:	\$701,939
Expenses:	\$386,066
NOI:	\$315,872
Total Value:	\$4,211,631
Personal Prop:	\$250,000
Indicated EMV:	\$3,961,631
EMV per Unit	\$39,616
EMV per BR	\$26,236

2006 Apartment Survey : Summary of All Units Sampled						
8/28/2006	Efficiency Units	1 BR Units	1 BR/Den Units	2 BR Units	2 BR Deluxe Units	3 BR Units
Parcels Sample	31	142	36	178	29	53
Units Sample	167	1,603	287	2,773	373	521
Average Rent	\$410	\$485	\$590	\$570	\$680	\$735
Weighted Average Rent	\$415	\$505	\$610	\$600	\$790	\$760
High Rent	\$600	\$750	\$805	\$920	\$1,175	\$1,160
Low Rent	\$325	\$330	\$465	\$435	\$520	\$500
Units Currently Vacant	14	72	20	183	53	37
Vacancy Percentage	8.4%	4.5%	7.0%	6.6%	14.2%	7.1%
Current Vacancy Rate	6.6%	2 Yr Weighted Vacancy Rate		9.0%	Total Units Sampled	5,724

2004 Apartment Survey Results						
9/28/2004	Efficiency Units	1 BR Units	1 BR/Den Units	2 BR Units	2 BR Deluxe Units	3 BR Units
Parcels Sample	27	113	21	148	19	46
Units Sample	160	1,669	188	2,894	245	471
Average Rent	\$415	\$485	\$585	\$570	\$730	\$635
Weighted Average Rent	\$415	\$515	\$635	\$615	\$810	\$765
High Rent	\$600	\$815	\$840	\$1,035	\$1,335	\$1,300
Low Rent	\$250	\$300	\$460	\$325	\$510	\$575
Current Vacancy Rate	11.0%	2 Yr Weighted Vacancy Rate		10.5%	Total Units Sampled	5,627

ConvenienceStores

Name	Parcel #	Address	Land SF	Land \$ SF	Bsmnt	Ground FloorArea	Gross FloorArea	L1B	Built	Story Hgt	Bldg Base \$ SF	2007 EIMV			\$ Ground FloorArea	\$ Gross FloorArea	Sale \$ per Date Area
												Land	Bldg	Total			
SuperAmerica	32.00	600 Highway 10	171,706	\$3.00		3,981	3,981	43	1987	10	\$52.00	\$515,000	\$309,000	\$824,000	\$206.98	\$206.98	
JM Speedstop	x 83.00	727 St Germain	15,246	\$12.25		2,633	2,633	6	1984	10	\$50.00	\$193,000	\$175,000	\$368,000	\$139.76	\$139.76	
LittleDukes	101.01	40 14 Av NE		\$4.00		3,000	3,000		1989	10	\$51.00	Part of Retail Center					
LittleDukes	418.00	405 St Germain	19,863	\$8.00	5,100	5,100	5,100	4	1946	1B	\$44.00	\$159,000	\$245,000	\$404,000	\$79.22	\$79.22	3/91 \$84
Holiday	1433.00	730 Highway10	74,245	\$5.00		5,864	5,864	13	1987	10	\$50.00	\$371,000	\$319,000	\$690,000	\$117.67	\$117.67	4/04 \$258
TomThumb	416.0150	1370 15 Av SE		\$4.25		3,640	3,640		1980	10	\$39.25	Part of Retail Center					
Casey's	439.0105	666 Lincoln SE	42,340	\$4.00		2,720	2,720	16	2000	10	\$60.00	\$169,000	\$205,000	\$374,000	\$137.50	\$137.50	
GoForItGas	43947.000	145 25 Av S	24,679	\$6.00		5,000	5,000	5	1970	10	\$35.00	\$148,000	\$182,000	\$330,000	\$66.00	\$66.00	2/05 \$98
Genex	44153.021	1030 33 St S	74,488	\$5.50		3,880	3,880	19	1995	10	\$55.00	\$410,000	\$263,000	\$673,000	\$173.45	\$173.45	
GoForItGas/Subway	44518.000	1000 9 Av S	14,520	\$9.00		2,321	2,321	6	1964	10	\$50.00	\$131,000	\$133,000	\$264,000	\$113.74	\$113.74	1/02 \$100
PikKwik	44649.000	11004 AV S	19,445	\$8.00		4,069	4,069	5	1989	10	\$50.00	\$100,000	\$309,000	\$409,000	\$100.52	\$100.52	
JM Speedstop	44822.000	701 9 Av S	7,260	\$4.80		736	736	10	1922	10	\$50.00	\$35,000	\$39,000	\$74,000	\$100.54	\$100.54	1/06 \$158
LittleDukes	44893.102	5801 Ridgewood		\$6.00		6,340	6,340		1999	10	\$55.00	Part of Retail Center					
7EZStop	45760.000	702 33 Av N	11,555	\$7.50		2,128	2,128	5	1968	10	\$50.00	\$87,000	\$122,000	\$209,000	\$98.21	\$98.21	
TomThumb	45772.600	2715 Clearwater	22,960	\$5.00		3,575	3,575	6	1978	10	\$35.00	\$115,000	\$142,000	\$257,000	\$71.89	\$71.89	1/04 \$56
SuperAmerica	x 46029.000	2200 Division	32,915	\$12.00		3,741	3,741	9	1979	10	\$55.00	\$395,000	\$253,000	\$648,000	\$173.22	\$173.22	
Schmidty's	46586.000	1522 3 St N	4,580	\$7.65	1,216	1,216	1,216	4	1978	1B	\$34.00	\$35,000	\$43,000	\$78,000	\$64.14	\$64.14	
JM Speedstop	46714.055	2500 2 St S	45,997	\$10.50		6,856	6,856	7	1987	10	\$50.00	\$483,000	\$385,000	\$868,000	\$126.60	\$126.60	7/95 \$138
NJQuickstop	46848.200	3535 St Germain	34,984	\$5.00		3,900	3,900	9	1987	10	\$50.00	\$175,000	\$219,000	\$394,000	\$101.03	\$101.03	
SuperAmerica	47407.031	4045 2 St S	34,007	\$15.00		4,197	4,197	8	1996	10	\$65.00	\$510,000	\$317,000	\$827,000	\$197.05	\$197.05	
GoForItGas	48582.004	3401 3 St N		\$4.00		3,429	3,429		1987	10	\$46.00	Part of Retail Center					
Marathon	49056.200	1220 32 Av N	Condo	\$4.00		3,781	3,781		1976	10	\$55.00	\$90,000	\$230,000	\$320,000	\$84.63	\$84.63	
SoftTouch	50452.000	3110 Division	35,771	\$11.00		11,098	11,098	3	1986	10	\$30.00	\$393,000	\$359,000	\$752,000	\$67.76	\$67.76	1/06 \$84
Vukes	51255.002	3267 Roosevelt	65,340	\$4.00		2,836	2,836	23	1995	10	\$45.00	\$261,000	\$157,000	\$418,000	\$147.39	\$147.39	1/01 \$186
BestMart	51481.000	1725 7 St S	22,000	\$11.50		4,800	4,800	5	1983	10	\$50.00	\$253,000	\$262,000	\$515,000	\$107.29	\$107.29	9/03 \$106
CampusStation	51561.000	328 5 Av S	18,250	\$7.00		3,888	3,888	5	1988	10	\$50.00	\$128,000	\$207,000	\$335,000	\$86.16	\$86.16	
9thAvXpress	51811.000	429 9 Av N	8,712	\$7.00		2,400	2,400	4	1977	10	\$45.00	\$60,000	\$110,000	\$170,000	\$70.83	\$70.83	7/02 \$73
Pilot	x 52264.010	4221 Clearwater	214,697	\$4.50		6,550	6,550	33	1990	10	\$50.00	\$966,000	\$460,000	\$1,426,000	\$217.71	\$217.71	8/04 \$280
CircleC Stop	52264.014	4325 Clearwater	88,389	\$5.50		4,110	4,110	22	1997	10	\$55.00	\$486,000	\$317,000	\$803,000	\$195.38	\$195.38	9/06 \$100

x Property Summary Includes Multiple Parcels/Base Parcel # Is Listed

Bsmnt SqFt Listed is not included in Gross Floor Area

Banks

Name	Parcel #	Address	Land SF	Land \$ SF	Bsmnt	Ground FloorArea	Gross FloorArea	L/B	Built	Story Hgt	Bldg Base \$ SF	2007 EMV		\$ Ground FloorArea	\$ Gross FloorArea	Sale Date	\$ per Area
												Land	Bldg				
NorthernStar/INH	596.00	300 St Germain	47,823	\$5.50	11,051	12,041	16,976	4	1957	2B	\$30.00	\$263,000	\$527,000	\$65.61	\$46.54	7/96	\$18
HeritageBranch	1459.00	525 Highway10	122,100	\$4.50		10,662	10,662	11	1999	10	\$88.00	\$549,000	\$966,000	\$142.09	\$142.09		
LibertyBranch	44893.100	5803 Ridgewood	19,880	\$6.50		1,500	1,500	13	1997	10	\$75.00	\$129,000	\$128,000	\$171.33	\$171.33		
MinnWest	45772.400	3130 2 St So	59,645	\$9.00		6,846	6,846	9	1995	10	\$85.00	\$537,000	\$610,000	\$167.54	\$167.54		
Bremer	46286.000	1100 St Germain	83,432	\$12.00		18,000	36,110	5	1968	30	\$43.50	\$1,001,000	\$1,679,000	\$148.89	\$74.22		
MidCountry	46294.000	1113 St Germain	15,576	\$12.00		4,204	4,204	4	1964	10	\$60.00	\$187,000	\$270,000	\$108.71	\$108.71	7/95	\$111
GreatRivCreditUnion	46372.000	1532 St Germain	42,461	\$9.00		8,988	17,133	5	1970	2B	\$62.00	\$383,000	\$1,091,000	\$164.00	\$86.03		
WellsFargoBranch	46714.015	200 33 Av So	64,811	\$12.00		4,414	8,360	15	1988	20	\$72.00	\$778,000	\$553,000	\$301.54	\$159.21		
AmericanHeritage	46714.032	2915 2 St So	87,867	\$9.00		10,578	30,442	8	1994	30	\$80.00	\$790,000	\$1,556,000	\$221.78	\$77.06		
1010 Office/Falcon	47167.000	1010 St Germain	60,675	\$14.00	29,286	11,780	60,532	5	1987	7B	\$70.00	\$850,000	\$4,271,000	\$434.72	\$84.60	9/03	\$92
FederalCreditUnion	47302.200	3030 1 St So	121,096	\$6.00		11,870	17,778	10	2001	1B	\$77.00	\$733,000	\$1,421,000	\$181.47	\$121.16		
GoldSpringCenter	47407.007	4150 2 St So	197,684	\$6.25		16,186	80,210	12	1989	50	\$61.50	\$1,235,000	\$4,965,000	\$383.05	\$77.30	10/98	\$91
StearnsNational	47407.033	4191 2 St So	32,670	\$16.00		5,956	13,148	5	1994	20	\$90.00	\$522,000	\$1,190,000	\$287.44	\$130.21		
OfficeGreen/Stearns	47407.053	4140 Thielman	132,887	\$6.50		12,488	47,276	11	1987	30	\$70.00	\$879,000	\$3,330,000	\$337.04	\$89.03	8/98	\$82
TeacherFederal	47692.018	620 Roosevelt Rd	50,195	\$6.00		4,054	4,054	12	2003	10	\$120.00	\$301,000	\$542,000	\$207.94	\$207.94		
USBankMidtown	48679.008	27 33 Av No	40,215	\$8.00		9,480	9,480	4	1978	10	\$66.00	\$315,000	\$655,000	\$102.32	\$102.32		
AmericanNational	48684.000	3210 Division	31,462	\$12.00		4,218	9,240	7	1981	20	\$67.00	\$375,000	\$637,000	\$239.92	\$109.52	2/91	\$46
TCF	48773.000	200 25 Av So	83,292	\$9.00		10,727	10,727	8	1988	10	\$91.00	\$750,000	\$1,000,000	\$163.14	\$163.14	7/04	\$191
WellsFargoBranch	50664.000	305 33 Av No	116,761	\$4.50		4,441	4,441	26	1979	10	\$58.00	\$525,000	\$296,000	\$184.87	\$184.87		
WellsFargo	52875.000	400 1 St So	87,120	\$15.00	14,852	18,000	10,1250	5	1983	7B	\$75.00	\$1,306,000	\$8,273,000	\$532.17	\$94.61	3/05	\$123
LibertSavings	52884.009	111 7 Av So	21,696	\$12.00	900	13,508	21,636	2	1932	30	\$55.00	\$260,000	\$1,199,000	\$108.01	\$67.43		
CityCountyCrUnion	52886.053	116 10 Av No	8,712	\$11.00		3,800	3,800	2	1983	10	\$50.00	\$96,000	\$192,000	\$75.79	\$75.79	12/00	\$68
US Bank	52886.084	1015 St Germain	87,120	\$12.00	17,544	17,734	83,188	5	1987	5B	\$67.00	\$1,045,000	\$5,651,000	\$377.58	\$80.49		

X Property Summary Includes Multiple Parcels/Base Parcel # Is Listed
Bsmnt SqFt Listed is not included in Gross Floor Area

City of



St. Cloud

Minnesota

*Assessor's
2007 Annual Report
(Payable 2008 Taxes)*



*City Assessor's Office
St. Cloud City Hall
400 Second Street South
St. Cloud, MN 56301
320-255-7203*

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NOTE: This report is available in .pdf format at the City of St. Cloud web site:

<http://www.ci.stcloud.mn.us/Finance/Assessor/index.htm>

Executive Summary of the 2007 Annual Assessor's Report

This annual report is a summary of the valuation and tax information regarding the 2007 assessment for taxes due in 2008. The valuation and tax information are considered final but are subject to change due to corrections, abatements and action taken by the Minnesota Tax Court.

A comparison of the Pay 2006 through Pay 2008 Total Estimated Market of all taxable properties in the City is as follows:

	Payable 2008	Payable 2007	Payable 2006
Real Estate	\$4,025,315,900	\$3,835,193,300	\$3,578,932,300
Personal Property	\$33,698,800	\$35,146,600	\$32,629,400
Total EMV	\$4,059,014,700	\$3,870,339,900	\$3,611,561,700

This valuation change calculates to a 4.87% increase in the total valuation of the City from payable 2007 to payable 2008. A comparison of the net tax capacity of all properties in the City for Pay 2006 through Pay 2008 is as follows:

	Payable 2008	Payable 2007	Payable 2006
Real Estate	\$49,313,225	\$46,447,110	\$43,548,766
Personal Property	\$665,455	\$695,656	\$645,327
Subtotal	\$49,978,680	\$47,142,766	\$44,194,093
Less TIF	-\$2,153,436	-\$2,096,729	-\$2,072,005
Total Tax Capacity	\$47,825,244	\$45,046,037	\$42,122,088

This calculates to a 6.2% increase in the net tax capacity of the City overall from payable 2007 to payable 2008.

There are currently 20,050 taxable real estate parcels in the City of St. Cloud that are summarized as follows:

	# Parcels	EMV	TC
Residential Homestead	13,976	\$2,268,680,600	\$22,646,640
Residential Non-Homestead	3,842	\$337,723,800	\$3,008,293
Apartments	463	\$419,104,700	\$5,023,793
Commercial/Industrial	1,540	\$947,300,400	\$18,463,732
Agricultural	137	\$52,506,400	\$170,767
Personal Property	92	\$33,698,800	\$665,455
Total	20,050	\$4,059,014,700	\$49,978,680

Additionally, there are 901 exempt, tax forfeit & in lieu parcels; and 308 mobile homes for a total of 21,259 parcels in the City of St. Cloud.

A comparison of the Pay 2006 through Pay 2008 tax capacity extension rates for taxable parcels in the City of St. Cloud is as follows:

County	# Parcels Payable 2008	Payable 2008	Payable 2007	Payable 2006
Stearns	16,492	102.201%	103.566%	102.268%
Benton	2,043	119.214%	122.198%	122.603%
Sherburne	1,515	96.352%	98.449%	97.590%
Total	20,050			

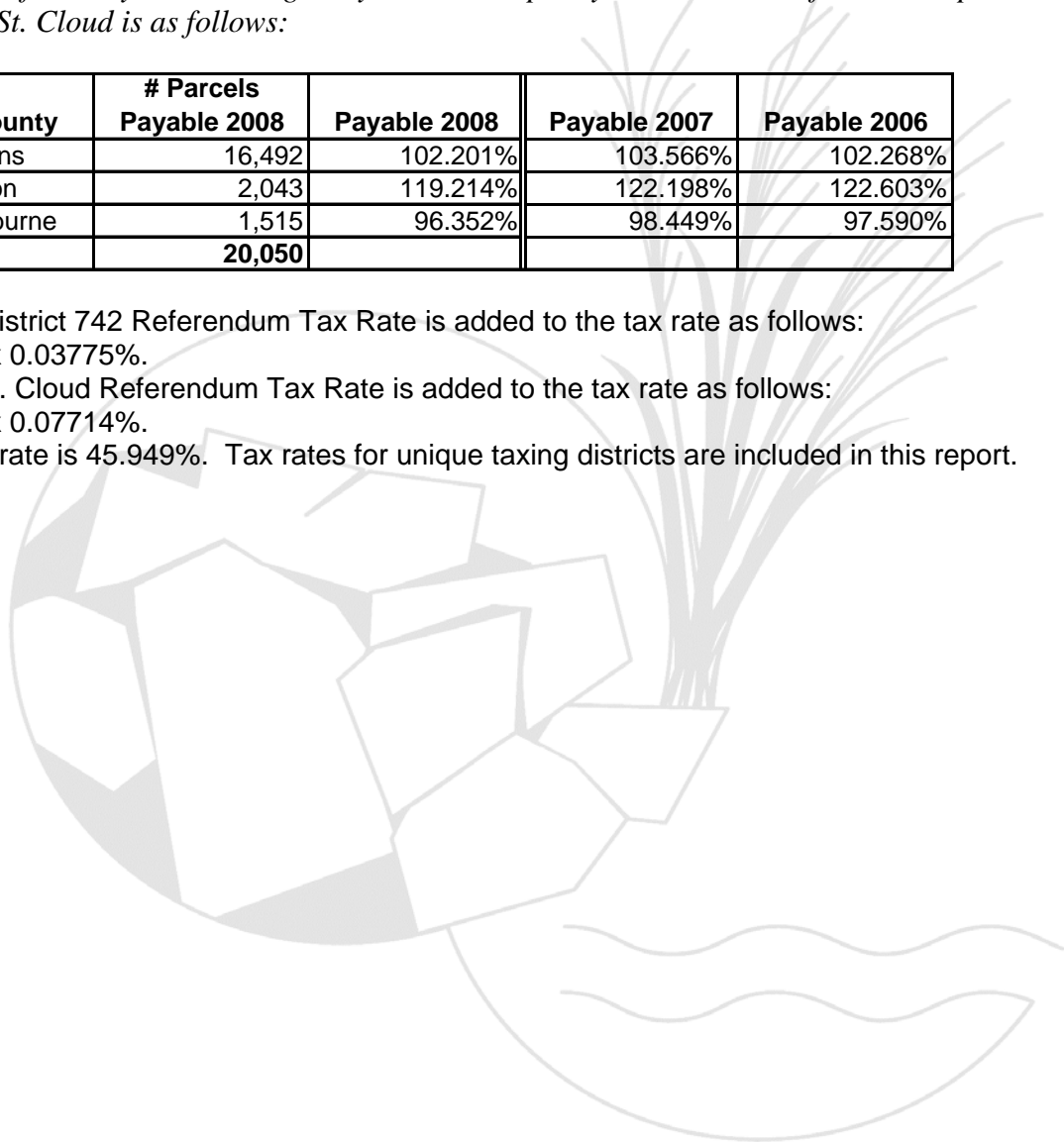
The School District 742 Referendum Tax Rate is added to the tax rate as follows:

TMV x 0.03775%.

The City of St. Cloud Referendum Tax Rate is added to the tax rate as follows:

TMV x 0.07714%.

The state tax rate is 45.949%. Tax rates for unique taxing districts are included in this report.



CITY OF ST. CLOUD ASSESSMENT PERSONNEL

Name	Years with	Phone	E-mail Address	Qualifications
Stephen C. Behrenbrinker City Assessor	23	320-650-3352	stephen.behrenbrinker@ci.stcloud.mn.us	Certified Assessment Evaluator (CAE #577) Senior Accredited Minnesota Assessor (SAMA #1065) Certified General Real Property Appraiser ID#4002456
Steven Bruggeman Assistant City Assessor	20	320-650-3356	steven.bruggeman@ci.stcloud.mn.us	Senior Accredited Minnesota Assessor (SAMA #1115) Certified General Real Property Appraiser ID#4002604
Beverly Bernatz Property Appraiser	33	320-650-3354	beverly.bernatz@ci.stcloud.mn.us	Certified Minnesota Assessor Specialist (CMAS #1081)
Tamara Anderson Property Appraiser	3	320-650-3355	tamara.anderson@ci.stcloud.mn.us	Certified Minnesota Assessor (CMA #3016)
Barbara Wendt Property Information Tech	12	320-255-7203	barbara.wendt@ci.stcloud.mn.us	Certified Minnesota Assessor (CMA #2713)

2007 ST. CLOUD CITY BOARD OF APPEAL AND EQUALIZATION MEMBERS

Bob Johnson, City Council Member
George Hontos, City Council Member
Bob Weisbrich, Appraiser
Alice Lenzmeier, Appraiser
Fred Herges, Realtor

COUNTY GOVERNMENT OFFICIALS - 2008

COUNTY OFFICE/NAME	PHONE
Stearns County Auditor/Treasurer, Randy Schreifels	320-656-3900
Stearns County Assessor, Gary Grossinger	320-656-3680
Benton County Auditor/Treasurer, Joan Neyssen	320-968-5006
Benton County Assessor, Brian Koester	320-968-5019
Sherburne County Auditor/Treasurer, Diane Arnold	1-800-438-0576
Sherburne County Assessor, Gerald Kritzeck	1-800-438-0577

CITY GOVERNMENT OFFICIALS - 2008

Dave Kleis, Mayor
Michael Williams, City Administrator
Dave Masters - 1st Ward
Carolyn R. Garven - 2nd Ward
John Libert - 3rd Ward
Bob Johnson - 4th Ward
Jeff Goerger - At Large
George Hontos - At Large
John C. Pederson - At Large

Mission Statements

MISSION STATEMENT OF THE CITY –

The mission of the City of St. Cloud is to provide high quality public services for our residents in a cost effective, responsive, innovative and professional manner given the changing needs and resources available.

MISSION STATEMENT OF THE ASSESSOR'S DIVISION –

The mission of the City Assessor's Office is to provide fair and accurate appraisal and assessment services in a cost-effective manner to the City of St. Cloud in accordance with state laws and regulations.

FUNCTION OF THE ASSESSOR'S DIVISION –

The City Assessor's Office, which is part of the Finance Department, is responsible for the annual valuation and classification of the over 21,000 parcels in the City of St. Cloud. The staff consists of the city assessor, assistant city assessor, two property appraisers, property information technician, and one part-time position. The function of the office is to estimate the market value of all properties, which will be the basis for which the property tax will be based.

Since the city is located in three counties, Stearns, Benton and Sherburne, there are numerous tax rates that apply to properties depending on their location. For the 2008 payable tax year, the total estimated value of all taxable properties in the city was \$4,059,014,700, which is a 4.87 percent increase over the previous year. The average home value was \$161,400.

The city assessor's office manages real estate and personal property records that are available to other governmental offices, real estate professionals and the general public. More detailed information about the assessment function is available on the city web site or by contacting the assessor's office.

CITY OF ST. CLOUD SIGNIFICANT TAX POLICIES
Year Ended December 31, 2007

The City Assessor is responsible for the valuation and classification of all real and personal property in the City of St. Cloud. The only exception is certain utility property, which is valued by the State of Minnesota.

The Assessor estimates the market value on every property. Overall, the Assessor's estimated market value averages about 92% of actual market value. The Assessor's estimated market value is multiplied by a percentage to arrive at the tax capacity (formerly called assessed value). This percentage is set forth in State Statutes and varies by type of property.

As can be seen in this report, the net tax capacity value of the city has increased 6.2% from the previous year, and the estimated market value has increased 4.87% due to the strong real estate market.

For taxes payable in 2008, the net tax capacity averages 1.16% of the Assessor's estimated market value, and approximately 1.07% of the actual market value.

The tax capacity of individual properties is multiplied by the tax capacity rate (formerly called mill rate) to determine the taxes payable on that property. The County Auditor determines the tax capacity rate by dividing the tax levy of the various political sub-divisions by the total tax capacity of the taxing districts.

The formulas for converting the assessor's estimated market value to tax capacity changes as new tax laws are enacted by the State Legislature.

For taxes payable in 2008, the tax capacity calculations are as follows:

Residential Homestead Property – The first \$500,000 of the estimated market value is converted to tax capacity at a rate of 1%, the value in excess of \$500,000 is converted at 1.25%.
A residence with an estimated market value of \$100,000 has a tax capacity of \$1,000 ($\$100,000 \times 1\% = \$1,000$).
A residence with an estimated market value of \$150,000 has a tax capacity of \$1,500 ($\$150,000 \times 1\% = \$1,500$).

Residential Non-Homestead Property – The first \$500,000 of estimated market value is converted to the tax capacity at a rate of 1%, the value in excess of \$500,000 is converted at 1.25%. The tax capacity of a single-unit non-homestead property with a value of \$100,000 is \$1,000 ($\$100,000 \times 1\% = \$1,000$).

Residential 2 or 3 Unit Non-Homestead Property – The estimated market value is converted to tax capacity at a rate of 1.25%. The tax capacity of a 2 or 3 unit non-homestead property with an estimated market value of \$100,000 is \$1,250, ($\$100,000 \times 1.25\% = \$1,250$).

Apartments with 4 or more Units – The estimated market value is converted to tax capacity at a rate of 1.25%. Thus, an apartment unit with an estimated market value of \$50,000 has a tax capacity of \$625 ($\$50,000 \times 1.25\% = \625).

Commercial/Industrial – The estimated market value of commercial preferred properties is converted to tax capacity at a rate of 1.5% for first \$150,000 and 2% for the value in excess of \$150,000. For contiguous parcels owned by the same entity, only the value equal to the first tier value (\$150,000) of the contiguous parcels qualifies for the reduced class rate (1.5%). A commercial/ industrial property with an estimated market value of \$500,000 has a tax capacity of \$9,250 ($\$150,000 \times 1.5\% = \$2,250$; $\$350,000 \times 2\% = \$7,000$; $\$2,250 + \$7,000 = \$9,250$).

CITY OF ST. CLOUD SIGNIFICANT TAX POLICIES
Year Ended December 31, 2007

There are other classes of real estate not illustrated above. The examples used in this report include only the more common classifications of real estate.

Residential Homestead Market Value Credit – Extra Session Laws 2001, Chapter 5, Article 3, Section 37 provides for a taxable market value based homestead credits effective for taxes payable 2002 and thereafter. Maximum credit is \$304 for a homestead valued at \$76,000. The credit is less for properties valued more and less than \$76,000.

Property Tax Refund – Additional residential property tax relief is given by the State based on the relationship between gross property tax and household income. It is received by filing a Property Tax Refund Form (M1-PR) with the State Department of Revenue. This is in addition to the Education Homestead Credit.

Limited Market Value – Certain classes of property (agricultural homestead or non-homestead, residential homestead or non-homestead) have the amount that their taxable value can increase limited to a maximum of 15% over last year's value or 33% of the difference between last year's limited market value and this year's market value, whichever is greater. This limit does not apply to an increase in value due to improvements made to the property.

State General Property Tax – For pay 2008, the State General Property Tax is levied mainly on commercial-industrial properties. For pay 2008, the State General levy property tax is 45.949%.

Voter Approved Levy for Fire Station Improvements & Law Enforcement Center – In 2006 the St. Cloud voters approved a levy to build an additional fire station and improve the existing fire stations, in addition to constructing a law enforcement center separate from the Stearns County Law Enforcement Center that was currently being utilized. The special tax levy for these projects began with the payable 2008 tax year. The amount of the levy for 2008 payable taxes is .07714% of taxable market value.

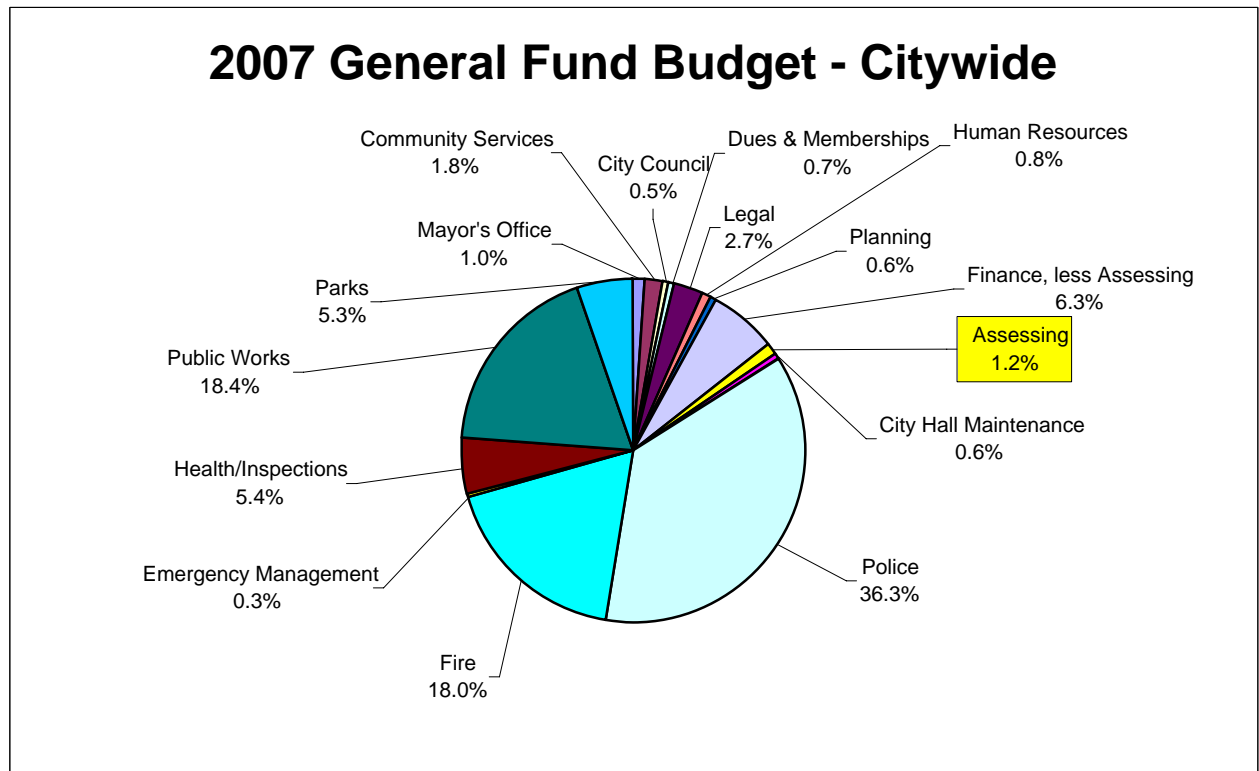
Budget Information - General Fund

The following table compares the 2007 General Fund budgets by department:

2007 GENERAL FUND BUDGET

Department	2007 Budget
Mayor's Office	\$349,400
Community Services	\$638,600
City Council	\$176,500
Dues & Memberships	\$225,200
Legal	\$934,500
Human Resources	\$274,200
Planning	\$207,500
Finance, less Assessing	\$2,208,100
Assessing	\$423,600
City Hall Maintenance	\$213,000
Police	\$12,665,200
Fire	\$6,287,100
Emergency Management	\$112,700
Health/Inspections	\$1,892,800
Public Works	\$6,435,800
Contingency	\$0
Parks	\$1,856,300
TOTALS	\$34,900,500

The following graphic illustrates the Assessing Division of the Finance Department budget comprises only 1.2% of the 2007 General Fund Budget:



PRIOR YEARS MARKET VALUES AND TAX CAPACITY VALUES

Real and Personal Property and Machinery

Year Payable	Estimated Market Value	Tax Capacity Value	Tax Capacity Value as a % of EMV on City Total
2008	\$4,059,014,700	\$49,978,680	1.23%
2007	\$3,870,339,900	\$47,142,766	1.22%
2006	\$3,611,561,700	\$44,194,093	1.22%
2005	\$3,307,861,700	\$40,706,362	1.23%
2004	\$2,960,674,700	\$36,433,838	1.23%
2003	\$2,627,078,800	\$32,922,007	1.25%
2002	\$2,340,795,400	\$30,380,593	1.30%
2001	\$2,112,443,600	\$38,626,318	1.83%
2000	\$1,934,198,500	\$35,445,213	1.83%
1999	\$1,820,565,200	\$33,816,526	1.86%
1998	\$1,754,395,500	\$33,292,141	1.90%
1997	\$1,657,351,800	\$35,504,159	2.14%
1996	\$1,323,807,500	\$30,064,622	2.27%
1995	\$1,245,994,200	\$28,872,276	2.32%
1994	\$1,209,454,900	\$28,081,651	2.32%
1993	\$1,166,578,000	\$27,738,984	2.38%
1992	\$1,126,903,400	\$30,445,670	2.70%
1991	\$1,086,481,100	\$30,395,733	2.80%
1990	\$1,034,112,500	\$28,932,185	2.80%
1989	\$971,260,100	\$33,301,747	3.43%

Year Payable	Estimated Market Value	Assessed Value	Assessed Value as a % of EMV on City Total
1988	\$900,521,800	\$249,160,575	27.67%
1987	\$866,226,800	\$243,266,429	28.08%
1986	\$806,890,400	\$222,306,249	27.55%
1985	\$771,966,628	\$206,699,556	26.78%
1984	\$739,806,900	\$197,626,936	26.71%
1983	\$708,532,068	\$196,834,720	27.78%
1982	\$678,534,619	\$189,838,527	27.98%
1981	\$554,215,640	\$151,734,465	27.38%
1980	\$527,946,042	\$140,125,011	26.54%
1979	\$457,655,200	\$126,215,624	27.58%
1978	\$362,397,375	\$116,849,776	32.24%

**CITY OF ST. CLOUD
ESTIMATED MARKET VALUE HISTORY**

Tax Year Payable	Total Market Value Real Property	Total Market Value Personal Property	Total Estimated Market Value	Percentage EMV Change from Prior Year	City Levy Amount	Percentage Levy Change from Prior Year
2008	\$4,025,315,900	\$33,698,800	\$4,059,014,700	4.87%	\$19,399,500	13.25%
2007	\$3,835,193,300	\$35,146,600	\$3,870,339,900	7.17%	\$17,130,000	6.18%
2006	\$3,578,932,300	\$32,629,400	\$3,611,561,700	9.18%	\$16,133,500	9.45%
2005	\$3,276,200,800	\$31,660,900	\$3,307,861,700	11.73%	\$14,741,000	9.79%
2004	\$2,930,241,900	\$30,432,800	\$2,960,674,700	12.70%	\$13,426,000	3.25%
2003	\$2,596,522,700	\$30,556,100	\$2,627,078,800	12.23%	\$13,003,000	0.00%
2002	\$2,309,380,700	\$31,414,700	\$2,340,795,400	10.81%	\$13,003,000	-0.52%
**2001	\$2,083,191,900	\$29,251,700	\$2,112,443,600	9.22%	\$13,071,200	13.03%
2000	\$1,905,960,300	\$28,238,200	\$1,934,198,500	6.30%	\$11,564,000	-1.21%
1999	\$1,792,868,500	\$26,696,700	\$1,819,565,200	3.71%	\$11,705,400	6.77%
1998	\$1,729,423,100	\$24,972,400	\$1,754,395,500	5.86%	\$10,963,700	4.35%
*1997	\$1,634,195,900	\$23,155,900	\$1,657,351,800	25.20%	\$10,506,400	12.54%
1996	\$1,304,331,800	\$19,475,700	\$1,323,807,500	6.25%	\$9,335,600	4.55%
1995	\$1,227,164,800	\$18,829,400	\$1,245,994,200	3.02%	\$8,928,900	2.42%
1994	\$1,191,424,300	\$18,030,600	\$1,209,454,900	3.68%	\$8,717,600	0.68%
1993	\$1,150,122,500	\$16,455,500	\$1,166,578,000	3.52%	\$8,658,800	0.95%
1992	\$1,111,339,900	\$15,563,500	\$1,126,903,400	3.72%	\$8,576,985	5.93%
1991	\$1,071,154,400	\$15,326,700	\$1,086,481,100	5.06%	\$8,097,107	0.76%
1990	\$1,017,893,400	\$16,219,100	\$1,034,112,500	6.47%	\$8,036,160	-8.83%
1989	\$955,925,100	\$15,335,000	\$971,260,100	7.86%	\$8,814,400	6.50%
1988	\$885,786,200	\$14,735,600	\$900,521,800	3.96%	\$8,276,600	11.31%
1987	\$852,110,300	\$14,116,500	\$866,226,800	7.35%	\$7,435,700	5.14%
1986	\$793,625,700	\$13,264,700	\$806,890,400	4.52%	\$7,072,300	4.89%
1985	\$759,530,329	\$12,436,299	\$771,966,628	4.35%	\$6,742,700	-2.95%
1984	\$728,080,700	\$11,726,200	\$739,806,900	4.41%	\$6,947,900	7.78%
1983	\$697,704,006	\$10,828,062	\$708,532,068	4.42%	\$6,446,400	11.85%
1982	\$667,964,621	\$10,569,998	\$678,534,619	22.43%	\$5,763,600	16.80%
1981	\$545,119,980	\$9,095,660	\$554,215,640	4.98%	\$4,934,700	20.15%
1980	\$518,954,142	\$8,991,900	\$527,946,042	15.36%	\$4,107,000	6.83%
1979	\$449,057,800	\$8,597,400	\$457,655,200	26.29%	\$3,844,500	4.83%
1978	\$354,329,375	\$8,068,000	\$362,397,375		\$3,667,400	

*Includes St. Cloud Township Merger Area

**Includes St. Augusta Township Annexation Area

**2007 PAYABLE 2008
ESTIMATED MARKET VALUES AND NET TAX CAPACITY VALUES**

CITY OF ST. CLOUD TOTALS

		<u>Real Property</u>	<u>Personal Property</u>	<u>Total</u>
STEARNS	EMV	\$3,405,170,700	\$26,950,300	\$3,432,121,000
	TMV	\$3,326,509,700	\$26,950,300	\$3,353,460,000
	TC	\$41,939,020	\$538,711	\$42,477,731
BENTON	EMV	\$359,589,400	\$3,357,900	\$362,947,300
	TMV	\$342,712,900	\$3,357,900	\$346,070,800
	TC	\$4,627,657	\$67,072	\$4,694,729
SHERBURNE	EMV	\$260,555,800	\$3,390,600	\$263,946,400
	TMV	\$256,700,400	\$3,390,600	\$260,091,000
	TC	\$2,746,548	\$59,672	\$2,806,220
TOTAL CITY	EMV	\$4,025,315,900	\$33,698,800	\$4,059,014,700
	TMV	\$3,925,923,000	\$33,698,800	\$3,959,621,800
	TC	\$49,313,225	\$665,455	\$49,978,680

Total City TC - Real & Personal Property	\$49,978,680
Less Captured TIF	<u>-2,153,436</u>
Total TC Less TIF TC (Used to Calculate TC Rate)	\$47,825,244
Includes JobZ TC of \$269,500	

**COUNTY TOTALS (NET TAX CAPACITY)
(Includes TIF & Powerlines)**

		<u>Real Property</u>	<u>Personal Property</u>	<u>Total</u>
STEARNS	EMV	\$13,218,611,500	\$79,856,000	\$13,298,467,500
	TMV	\$11,831,843,000	\$79,856,000	\$11,911,699,000
	TC	\$131,893,802	\$1,581,885	\$133,475,687
BENTON	EMV	\$3,077,384,600	\$30,113,500	\$3,107,498,100
	TMV	\$2,746,902,400	\$30,113,500	\$2,777,015,900
	TC	\$30,097,384	\$595,804	\$30,693,188
SHERBURNE	EMV	\$9,049,135,200	\$63,891,900	\$9,113,027,100
	TMV	\$8,294,852,740	\$63,891,900	\$8,358,744,640
	TC	\$95,269,315	\$1,255,765	\$96,525,080
TOTAL COUNTIES	EMV	\$25,345,131,300	\$173,861,400	\$25,518,992,700
	TMV	\$22,873,598,140	\$173,861,400	\$23,047,459,540
	TC	\$257,260,501	\$3,433,454	\$260,693,955

	<u>TOTAL</u>	<u>POWERLINE</u>
STEARNS COUNTY TIF CAPTURED TC	\$5,471,458	\$7,878
BENTON COUNTY TIF CAPTURED TC	\$1,198,753	\$4,883
SHERBURNE COUNTY TIF CAPTURED TC	<u>\$1,745,860</u>	<u>\$9,990</u>
TOTAL CITY TIF CAPTURED TC	\$8,416,071	\$22,751

CITY OF ST. CLOUD
ESTIMATED MARKET VALUES & TAX CAPACITY VALUES OF ALL TAXABLE PROPERTY

	<u>Payable 2008</u>	<u>Payable 2007</u>	<u>Payable 2006</u>	<u>Payable 2005</u>	<u>Payable 2004</u>
Population	66,228	65,792	65,653	64,763	64,552
Actual Market Value	\$4,411,972,500	\$4,206,891,200	\$3,925,610,500	\$3,561,087,800	\$3,218,124,700
Real Property					
Assessor's Estimated Market Value	\$4,025,315,900	\$3,835,020,100	\$3,578,932,300	\$3,276,200,800	\$2,930,241,900
Tax Capacity Value	\$49,313,225	\$46,447,110	\$43,548,766	\$40,080,350	\$35,833,933
Homestead Tax Capacity Value	\$22,646,260	\$22,039,322	\$20,689,221	\$18,773,581	\$16,633,368
Excess & Non-HS Tax Capacity Value	\$26,666,965	\$24,407,788	\$22,859,545	\$21,306,769	\$19,200,565
Deduct: Tax Increment Tax Capacity Value	\$2,153,436	\$2,096,729	\$2,072,005	\$1,969,904	\$1,746,417
Net Tax Capacity	\$47,159,789	\$44,350,381	\$41,476,761	\$38,110,446	\$34,087,516
Personal Property -					
Assessor's Estimated Market Value	\$33,698,800	\$35,146,600	\$32,629,400	\$31,660,900	\$30,432,800
Tax Capacity Value	\$665,455	\$695,656	\$645,327	\$626,012	\$599,905
Total Real & Personal Property					
Assessor's Estimated Market Value	\$4,059,014,700	\$3,870,166,700	\$3,611,561,700	\$3,307,861,700	\$2,960,674,700
Net Tax Capacity (Less Captured TIF TC)	\$47,825,244	\$45,046,037	\$42,122,088	\$38,736,458	\$34,687,421
Ratio of Net Tax Capacity Value to:					
Assessor's Estimated Market Value	1.16%	1.15%	1.17%	1.18%	1.18%
Actual Market Value	1.07%	1.05%	1.06%	1.08%	1.07%
Per Capita Valuations -					
Assessor's Estimated Market Value	61,288	58,826	55,010	50,588	45,394
Net Tax Capacity Value	722	684	642	598	537
Number of Residential Homestead Properties	13,914	13,866	13,815	13,695	13,519

	<u>Pay 2008</u>	<u>Pay 2007</u>	<u>Pay 2006</u>	<u>Pay 2005</u>	<u>Pay 2004</u>
# Residential Homestead					
11,998 Stearns County Homestead Tax Capacity	\$19,765,339	\$19,242,637	\$18,072,817	\$16,399,693	\$14,495,916
895 Benton County Homestead Tax Capacity	\$1,293,901	\$1,269,535	\$1,198,379	\$1,085,434	\$956,126
1,021 Sherburne County Homestead Tax Capacity	\$1,587,020	\$1,527,150	\$1,418,025	\$1,288,454	\$1,181,326
13,914	\$22,646,260	\$22,039,322	\$20,689,221	\$18,773,581	\$16,633,368

TIF DISTRICT SUMMARY - PAY 2008

	<u>Base TC Net</u>	<u>Current Net TC</u>	<u>Capt. %</u>	<u>Captured Tax Capacity</u>	<u>Final Year of Collection</u>
District #002-Sunwood Inn	\$55,781	\$550,146	89.8605%	\$494,364	2008
District #012-Centre Square	\$34,780	\$179,248	80.5962%	\$144,467	2011
District #018-Security Financial	\$8,806	\$101,670	91.3386%	\$92,864	2012
District #019-Purity Milk #1	\$3,585	\$21,863	83.6024%	\$18,278	2012
District #020-Zapp Plaza	\$54,334	\$192,325	71.7489%	\$137,991	2012
District #021-Purity Milk #2	\$2,255	\$25,350	91.1045%	\$23,095	2014
District #025-SCSU #8213	\$0	\$0	0.0000%	\$0	Decertified 2004
District #053-Webway Expansion	\$0	\$0	0.0000%	\$0	Decertified 2005
District #054-Fulfillment Systems	\$0	\$0	0.0000%	\$0	Decertified 2003
District #057-#1C Fingerhut	\$7,950	\$154,540	94.8557%	\$146,590	2021
*District #059-Rheaumes House of Lettering	\$0	\$0	0.0000%	\$0	Decertified 2005
District #064-Central Hydraulics	\$0	\$0	0.0000%	\$0	Decertified 2006
District #066-G&K Services Inc.	\$0	\$0	0.0000%	\$0	Decertified 2006
District #70-Webway Inc. Exp.	\$4,890	\$113,650	95.6973%	\$108,760	2024
District #76-Menasha Project	\$0	\$0	0.0000%	\$0	Decertified 2008
District #79-Northern Wire	\$0	\$0	0.0000%	\$0	Decertified 2008
District #85-New Flyer Project	\$570	\$240,730	99.7632%	\$240,160	2009
District #98-Park Industries	\$3,710	\$54,630	93.2089%	\$50,920	2010
District #99-ETC Enterprises	\$18,435	\$40,270	54.2215%	\$21,835	2027
District #103-Goettens Rental Housing	\$253	\$13,725	98.1566%	\$13,472	2018
District #104-Goettens Family Housing	\$199	\$11,748	98.3061%	\$11,549	2018
District #105-Westwood Village	\$859	\$214,152	99.6012%	\$213,298	2028
District #111 Antioch Co. Project	\$1,830	\$217,830	99.1599%	\$216,000	2012
District #115 Eich Holdings LLC	\$8,590	\$29,090	70.4710%	\$20,500	2029
District #117 Westwood PUD	\$1,158	\$31,046	96.2701%	\$29,888	2029
District #123 Westwind Apartments	\$3,000	\$28,685	89.5416%	\$25,685	2029
District #125 Mahowald Properties	\$14,240	\$25,840	44.8916%	\$11,600	2030
District #128 NABC Holdings	\$15,950	\$16,010	0.3748%	\$60	
TOTAL STEARNS TIF	\$241,175	\$2,262,548		\$2,021,376	
Benton TIF #32-Woodcraft	\$0	\$0	0.0000%	\$0	Decertified 2001
Benton TIF #34-Target East	\$9,230	\$97,350	90.4571%	\$88,060	2014
Benton TIF #81-Lehnen	\$1,950	\$22,410	91.2985%	\$20,460	2025
Benton TIF #82-Eastgate II	\$4,410	\$27,950	84.2218%	\$23,540	2025
TOTAL BENTON TIF	\$15,590	\$147,710		\$132,060	
TOTAL CITY TIF	\$256,765	\$2,410,258		\$2,153,436	

*Funds to Stearns County HRA

	<u>TIF TC</u>	<u>TOTAL CITY TC</u>	<u>%</u>
Pay 2008	\$2,410,258	\$49,978,680	4.82%
Pay 2007	\$2,371,306	\$47,142,766	5.03%
Pay 2006	\$2,343,277	\$44,194,093	5.30%
Pay 2005	\$1,969,904	\$40,706,362	4.84%
Pay 2004	\$2,153,436	\$36,433,838	5.91%
Pay 2003	\$1,998,332	\$32,922,007	6.07%
Pay 2002	\$1,891,917	\$30,380,593	6.23%
Pay 2001	\$2,760,706	\$38,626,318	7.15%
Pay 2000	\$2,635,869	\$35,445,213	7.44%

ESTIMATED MARKET VALUE SUMMARY OF TIF DISTRICTS

TIF DISTRICT	Current # of Parcels	DIST. #	Pay 2007	Pay 2008	Pay 2009	Pay 2010	Pay 2011	Pay 2012	Pay 2013	Pay 2014	Pay 2015	Pay 2016	Pay 2017	Pay 2018	Pay 2019	Pay 2020	Pay 2021	Pay 2022	Pay 2023	Pay 2024	Pay 2025	Pay 2026	Pay 2027	Pay 2028	Pay 2029	Pay 2030					
			Pay 2007	Pay 2008	Pay 2009	Pay 2010	Pay 2011	Pay 2012	Pay 2013	Pay 2014	Pay 2015	Pay 2016	Pay 2017	Pay 2018	Pay 2019	Pay 2020	Pay 2021	Pay 2022	Pay 2023	Pay 2024	Pay 2025	Pay 2026	Pay 2027	Pay 2028	Pay 2029	Pay 2030					
Benton County																															
Target East	34	2	\$4,692,000	\$4,692,000	\$3,841,000	\$3,766,000	\$3,561,000	\$3,310,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000	\$3,130,000			
Lehnen LLC	81	1	\$1,138,000	\$1,138,000	\$1,130,000	\$1,130,000	\$1,077,000	\$993,000																							
Eastgate II	82	1	\$1,340,000	\$1,340,000	\$1,198,000	\$1,159,000	\$1,120,000	\$132,000																							
Benton County Subtotal	4		\$7,170,000	\$7,170,000	\$6,169,000	\$6,055,000	\$5,758,000	\$5,423,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000	\$5,298,000			
Stearns County																															
Sunwood Inn	002	41	\$28,659,400	\$28,659,400	\$25,674,900	\$24,291,100	\$22,774,200	\$21,354,600	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700	\$20,633,700			
Centre Square	012	18	\$9,487,000	\$9,487,000	\$8,702,000	\$8,087,000	\$7,545,600	\$6,874,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000	\$7,194,000		
Security Financial	018	1	\$5,121,000	\$5,121,000	\$5,100,000	\$4,900,000	\$4,098,800	\$3,853,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000	\$3,732,000		
Purity Milk #1	019	2	\$1,749,000	\$1,668,000	\$1,662,000	\$1,386,000	\$1,302,000	\$1,230,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000	\$1,164,000		
Zapp Plaza	020	16	\$13,560,000	\$13,413,000	\$13,401,000	\$12,960,000	\$12,328,400	\$10,150,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000	\$9,427,000		
Purity Milk #2	021	2	\$2,028,000	\$1,920,000	\$1,780,000	\$1,512,000	\$1,416,000	\$1,344,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000	\$1,308,000		
#1C Fingerhut	057	2	\$7,727,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000	\$7,423,000		
Webway	070	2	\$5,720,000	\$5,000,000	\$4,868,000	\$3,919,000	\$3,381,200	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000	\$2,709,000		
New Flyer	085	2	\$12,074,000	\$11,305,000	\$11,305,000	\$11,305,000	\$10,919,600	\$10,802,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000	\$10,182,000		
Park Industries	098	1	\$2,769,000	\$2,583,000	\$2,578,000	\$2,578,000	\$2,493,700	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000	\$2,387,000		
ETC Enterprises	099	14	\$2,231,000	\$2,098,000	\$2,058,000	\$1,827,000	\$1,999,300	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000	\$1,919,000		
Goetten's Rental Housing	103	1	\$1,830,000	\$1,770,000	\$1,680,000	\$1,500,000	\$595,000	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700	\$33,700		
Goetten's Family Housing	104	8	\$1,174,800	\$1,147,500	\$1,051,800	\$980,800	\$980,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800	\$29,800		
Westwood Village	105	167	\$21,530,000	\$21,371,200	\$20,255,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900	\$18,279,900		
Anifoch Co. Project	111	1	\$10,929,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000	\$10,717,000		
Eich Holdings LLC	115	1	\$1,492,000	\$1,492,000	\$1,438,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000		
Westwood PUD	117	75	\$3,456,300	\$1,833,800	\$504,300	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100	\$389,100		
Westwind Apartments	123	1	\$3,750,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000		
Mahowald Properties	125	3	\$1,367,000	\$1,367,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000	\$807,000		
NABC	128	1	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000	\$838,000		
Stearns County Subtotal	359		\$136,376,100	\$135,851,000	\$133,237,200	\$140,407,200	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800	\$129,713,800			
ALL COUNTY TOTALS	363		\$146,116,100	\$143,021,000	\$140,407,200	\$149,817,000	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600	\$139,427,600			
YEAR PAYABLE	TIF TC	TIF EMV	TIF EMV	TC/EMV	TIF TC	TIF EMV	TC/EMV	TIF TC	TIF EMV	TC/EMV	TIF TC	TIF EMV	TC/EMV	TIF TC	TIF EMV	TC/EMV	TIF TC	TIF EMV	TC/EMV	TIF TC	TIF EMV	TC/EMV	TIF TC	TIF EMV	TC/EMV	TIF TC	TIF EMV	TC/EMV	TIF TC	TIF EMV	TC/EMV
2008	\$2,410,258	\$146,116,100	\$146,116,100	1.65%	\$2,410,258	\$146,116,100	1.65%																								

JOBZ Projects : Estimate of Property Tax Exemption - Tax Payable 2008

Project Name	PIN	Location	Descrip.	Bldg Size	JOBZ Partial Tax Rate Exemption		JOBZ Partial Tax Rate Exemption	JOBZ Tax Capacity	JOBZ Estimate Total Tax	JOBZ Estimate City Tax	JOBZ Beginning Year	JOBZ Ending Year
					Value	Exemption						
East Side Glass	17.02001.00	East St. Cloud	Manufacturing	18,000	\$925,000	\$18,500			\$28,360	\$6,494	2006	2016
Woodcraft Industries	17.01463.00	East St. Cloud	Manufacturing	62,859	\$1,056,000	\$21,120			\$32,377	\$7,415	2007	2016
Donlin Co.	17.02005.00	Airport Business Park	Manufacturing	106,490	\$2,882,000	\$57,640			\$87,779	\$20,235	2007	2016
Arctic Cold Storage	82.44157.529	Roosevelt Road	Storage	78,760	\$2,176,000	\$43,520			\$59,496	\$15,278	2007	2016
Newgen Technology	82.51865.025	Downtown St. Cloud	Technology Ctr.	17,200	\$824,000	\$16,480			\$22,529	\$5,785	2007	2016
Granite City Dental Lab.	17.00054.00	East St. Cloud	Dental Laboratory	6,000	\$412,000	\$7,900			\$12,116	\$2,773	2008	2016
Arctic Cat	82.50617.234	I-94 Business Park	Manufacturing	56,000	\$2,385,000	\$47,700			\$65,208	\$16,745	2008	2016
GoLeaf Plastics	82.50617.238	I-94 Business Park	Manufacturing	76,800	\$2,832,000	\$56,640			\$77,433	\$19,885	2008	2016
Totals				422,109	\$13,492,000	\$269,500			\$385,298	\$94,610		

TAX CAPACITY VALUES OF INDIVIDUAL UNITS OF GOVERNMENT

Total Net Tax Capacity Value for each unit of government used to calculate tax capacity rates:

	Pay 2008	Pay 2007	Pay 2006	Pay 2008 City's Portion in District	Pay 2008 % of City's Portion
Stearns County	\$127,996,351	\$117,313,915	\$110,097,105	\$40,456,355	31.61%
Benton County	\$30,693,188	\$27,237,659	\$25,704,581	\$4,562,669	14.87%
Sherburne County	\$96,525,080	\$88,382,303	\$79,753,815	\$2,806,220	2.91%
	<u>\$255,214,619</u>	<u>\$232,933,877</u>	<u>\$215,555,501</u>	<u>\$47,825,244</u>	
City of St. Cloud	\$47,825,244	\$42,122,088	\$38,365,320	\$47,825,244	100.00%
School District #742 (Includes St. Cloud & counties)	\$77,873,588	\$66,343,344	\$59,535,561	\$47,825,244	61.41%
School District #47	\$18,350,962	\$13,817,521	\$12,425,448	\$648,266	3.53%
HRA (St. Cloud)	\$47,825,244	\$42,122,088	\$38,736,458	\$47,825,244	100.00%
Metro Transit (St. Cloud, Waite Park & Sauk Rapids)	\$76,738,781	\$65,473,669	\$59,369,482	\$47,825,244	62.32%
Watershed	\$70,987,538	\$58,321,821	\$52,270,552	\$20,818,356	29.33%
Stearns County Rail Authority	\$127,996,351			\$47,825,244	37.36%

These values do not include TIF, power lines, etc.

<i>NOTE:</i>	
Tax Capacity	\$49,978,680
Less TIF	<u>-\$2,153,436</u>
Net Tax Capacity	<u>\$47,825,244</u>

**CITY OF ST. CLOUD
PROPERTY TAX LEVIES ALL OVERLAPPING GOVERNMENTS**

Net Levy Summary

	PAY 2008 Net	PAY 2007 Net	PAY 2006 Net	PAY 2005 Net	PAY 2004 Net
City of St. Cloud	\$19,399,500	\$17,130,000	\$16,133,500	\$14,741,000	\$13,426,000
Stearns County	\$60,829,113	\$55,715,054	\$49,934,321	\$46,101,623	\$42,117,027
Benton County	\$18,969,674	\$17,968,696	\$16,506,873	\$14,702,390	\$13,288,007
Sherburne County	\$38,548,521	\$36,989,574	\$33,493,936	\$29,234,311	\$27,238,584
School District 742	\$8,760,083	\$11,199,218	\$9,221,669	\$7,684,004	\$8,097,221
School District 47	\$6,619,903	\$6,283,167	\$5,364,860	\$4,771,310	\$4,427,714
HRA	\$543,725	\$543,725	\$481,138	\$429,410	\$373,566
MTC	\$894,400	\$842,870	\$804,000	\$705,650	\$610,980
Watershed	\$411,900	\$442,500	\$314,500	\$254,500	\$254,500
Rail Authority	\$230,000				

TAX CAPACITY RATES OF ALL OVERLAPPING GOVERNMENTS

TAXES PAYABLE 2008

County	City*	School District**	County	Transit	HRA	Northstar Rail Authority	Total
Stearns	41.051%	11.184%	47.477%	1.166%	1.143%	0.180%	102.201%
Benton	41.051%	11.118%	64.494%	1.166%	1.143%	0.242%	119.214%
Sherburne	41.051%	11.186%	40.645%	1.166%	1.143%	1.161%	96.352%

Watershed, Stearns County 0.580%

*Referendum Market Value Rate - St. Cloud City 0.07714%

**Referendum Market Value Rate - ISD 742 0.03775%

Referendum Market Value Rate - ISD 47 0.01834%

Residential Homestead Market Value Credit Rate = .40% of Taxable Market Value
Maximum Credit = \$304 (.004 x \$76,000)

State Tax Rate = 45.949%

		City Rate	Total Rate
St. Cloud	#8201	41.051%	102.201%
Merger Area	#8207	27.914%	89.156%
St. Cloud	#8208	41.051%	102.113%
St. Augusta Annex	#8209	18.884%	80.126%
St. Cloud	#8215	41.051%	102.758%
St. Cloud Twp Annex	#8216	27.914%	89.736%
Sherburne County	#8202 (A742)	34.209%	89.591%
Benton County	#1702-742	41.051%	119.214%
Benton County	#1704-742	35.305%	113.467%
Benton County	#1701-047	41.051%	146.238%

TAXES PAYABLE 2007

County	City	School District**	County	Transit	HRA	Northstar Rail Authority	Total
Stearns	38.364%	15.372%	47.447%	1.174%	1.209%		103.566%
Benton	38.364%	15.301%	65.892%	1.174%	1.209%	0.292%	122.232%
Sherburne	38.873%	15.374%	40.688%	1.174%	1.209%	1.131%	98.449%

Watershed, Stearns County 0.681%

**Referendum Market Value Rate 0.11391%

Residential Homestead Market Value Credit Rate = .40% of Taxable Market Value
Maximum Credit = \$304 (.004 x \$76,000)

State Tax Rate = 48.032%

		City Rate	Total Rate
St. Cloud	#8201	38.364%	102.268%
Merger Area	#8207	26.088%	90.029%
St. Cloud	#8208	38.364%	103.665%
St. Augusta Annex	#8209	17.647%	81.541%
St. Cloud	#8215	38.364%	104.226%
St. Cloud Twp Annex	#8216	26.088%	90.569%
Sherburne County	#8202 (A742)	25.575%	78.395%
Benton County	#1702-742	38.364%	122.198%
Benton County	#1703-742	32.991%	111.799%
Benton County	#1704-742	27.622%	106.397%
Benton County	#1701-047	38.364%	147.543%

TAX CAPACITY RATE/MILL RATE HISTORY

TAX CAPACITY RATE

<u>Year Payable</u>	<u>Stearns</u>	<u>Benton</u>	<u>Sherburne</u>	Excess Levy	Excess Levy
				Referendum	Referendum
				Rate - ISD 742	Rate - City
				(Rate x TMV)	(Rate x TMV)
2008	102.201%	119.214%	96.352%	0.03775%	0.07714%
2007	103.566%	122.232%	98.449%	0.11391%	
2006	102.268%	122.603%	97.590%	0.12037%	
2005	102.674%	120.760%	98.244%	0.11409%	
2004	108.223%	126.734%	102.155%	0.12892%	
2003	119.553%	139.022%	112.343%	0.01851%	
2002	121.287%	138.051%	113.740%	0.01851%	
2001	130.594%	145.215%	120.570%	0.11752%	
2000	134.358%	148.981%	123.055%	0.12028%	
1999	134.841%	151.284%	123.809%	0.13689%	
1998	124.065%	139.393%	112.992%	0.07132%	
1997	117.341%	131.768%	106.209%	0.06039%	
1996	121.104%	134.464%	108.686%	0.05355%	
1995	127.795%	139.192%	112.647%	0.06261%	
1994	127.004%	132.646%	110.534%		
1993	125.460%	127.034%	107.951%		
1992	118.494%	118.429%	100.924%		
1991	112.481%	110.048%	94.639%		
1990	108.744%	107.641%	93.454%		
1989	108.132%	110.715%	97.383%		

MILL RATE

<u>Year Payable</u>	<u>Stearns</u>	<u>Benton</u>	<u>Sherburne</u>
1988	125.142%	127.861%	117.845%
1987	117.613%	120.127%	112.572%
1986	118.483%	119.568%	112.616%
1985	112.434%	118.279%	110.107%
1984	116.574%	121.580%	114.923%
1983	101.790%	108.714%	102.372%
1982	94.450%	96.989%	89.080%
1981	96.400%	105.772%	95.937%
1980	98.100%	108.500%	105.720%
1979	102.830%	112.430%	107.010%
1978	109.620%	115.270%	114.000%
1977	102.750%	110.740%	109.100%
1976	112.230%	121.360%	119.350%

CITY OF ST. CLOUD, MINNESOTA

PROPERTY TAX RATES PER \$1,000 OF TAX CAPACITY VALUE -
ALL DIRECT AND OVERLAPPING GOVERNMENTS
(Shown by year of collectibility)
Last Ten Fiscal Years

Fiscal Year	County	City	School District	Counties	Transit District	Sherburne County HRA	Housing and Redevelopment Authority	Northstar Rail Authority	Total
1999	Stearns	38.466	53.125	40.171	2.385		0.694		134.841
	Benton	38.466	53.087	56.652	2.385		0.694		151.284
	Sherburne	38.466	53.279	28.985	2.385		0.694		123.809
2000	Stearns	36.008	52.595	42.738	2.305		0.712		134.358
	Benton	36.008	52.554	57.402	2.305		0.712		148.981
	Sherburne	36.008	52.626	31.404	2.305		0.712		123.055
2001	Stearns	37.239	47.440	42.326	2.936		0.653		130.594
	Benton	37.239	47.389	56.998	2.936		0.653		145.215
	Sherburne	37.239	47.461	32.281	2.936		0.653		120.570
2002	Stearns	46.495	17.131	54.974	1.698		0.989		121.287
	Benton	46.495	16.971	71.898	1.698		0.989		138.051
	Sherburne	46.495	17.036	47.522	1.698		0.989		113.740
2003	Stearns	42.774	20.623	53.444	1.648		1.064		119.553
	Benton	42.774	20.540	72.996	1.648		1.064		139.022
	Sherburne	42.774	20.630	46.227	1.648		1.064		112.343
2004	Stearns	39.303	15.395	51.278	1.170		1.077		108.223
	Benton	39.303	15.317	69.196	1.170		1.077	0.671	126.734
	Sherburne	39.303	15.400	44.361	1.170	0.314	1.077	0.530	102.155
2005	Stearns	38.423	12.837	49.116	1.189		1.109		102.674
	Benton	38.423	12.763	67.204	1.189		1.109	0.072	120.760
	Sherburne	38.423	12.907	42.028	1.189		1.109	2.588	98.244
2006	Stearns	38.583	13.837	47.478	1.228		1.142		102.268
	Benton	38.583	13.766	67.674	1.228		1.142	0.210	122.603
	Sherburne	38.583	13.838	41.520	1.228		1.142	1.279	97.590
2007	Stearns	38.364	15.372	47.447	1.174		1.209		103.566
	Benton	38.364	15.301	65.892	1.174		1.209	0.292	122.232
	Sherburne	38.873	15.374	40.688	1.174		1.209	1.131	98.449
2008	Stearns	41.051	11.184	47.477	1.166		1.143	0.180	102.201
	Benton	41.051	11.118	64.494	1.166		1.143	0.242	119.214
	Sherburne	41.051	11.186	40.645	1.166		1.143	1.161	96.352

City of St. Cloud
Summary Assessment Abstract
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		Stearns	Benton	Sherburne	City Total
	Date:	04/02/08	2008	01/30/08	
10	#: Ag Hstds	21	0	0	21
20	#: Non-Ag Hstds	11,998	895	1,021	13,914
30	#: Deed Farm Acres	4,643	74	479	5,196
32	Mkt: Total Est MV - Real Prop	\$3,405,170,700	\$359,589,400	\$260,555,800	\$4,025,315,900
34	Mkt: Total Est MV - Personal Prop	\$26,950,300	\$3,357,900	\$3,390,600	\$33,698,800
36	Mkt: Total Est MV - Total	\$3,432,121,000	\$362,947,300	\$263,946,400	\$4,059,014,700
40	Land: Farm Taxable EMV	\$16,458,900	\$310,600	\$630,700	\$17,400,200
50	Land: Other Taxable EMV	\$878,688,200	\$105,084,300	\$64,880,400	\$1,048,652,900
60	Bldg: Farm Taxable EMV	\$2,041,700	\$0	\$0	\$2,041,700
70	Bldg: Other Taxable EMV	\$2,429,320,900	\$235,400,900	\$191,246,200	\$2,855,968,000
75	Bldg: JobZ Taxable EMV	\$8,217,000	\$5,275,000	\$0	\$13,492,000
80	Total Taxable Mkt Value-Real	\$3,326,509,700	\$340,795,800	\$256,757,300	\$3,924,062,800
85	Total Taxable Mkt Value - JobZ & Real MV	\$3,334,726,700	\$346,070,800	\$256,757,300	\$3,937,554,800
90	Mkt: Total EMV - New Construction	\$57,884,400	\$10,670,000	\$5,446,200	\$74,000,600
	Net Tax Capacities of Ag Properties				
102	TC: Ag Hstd H,G,1Ac to 76K @ 1.00%	\$14,177	\$0	\$0	\$14,177
104	TC: Ag Hstd H,G,1Ac 76-413,778 @ 1.00%	\$8,548	\$0	\$0	\$8,548
105	TC: Ag Hstd, H,G,1Ac, 413,778-500K @ 1.00%	\$862	\$0	\$0	\$862
106	TC: Ag Hstd over 500K @ 1.25%	\$313	\$0	\$0	\$313
160	TC: Ag Hstd up to 115K @ .55%	\$12,208	\$0	\$0	\$12,208
170	TC: Ag Hstd 115-345K @ .55%	\$12,552	\$0	\$0	\$12,552
220	TC: Ag Hstd over 345-680K @ .55%	\$4,235	\$0	\$0	\$4,235
235	TC: Ag Hstd over 690K @ 1.00%	\$0	\$0	\$0	\$0
250	TC: Ag Non-Hstd Land @ 1.00%	\$108,459	\$3,106	\$6,307	\$117,872
270	TC: Non-Commercial SRR to 76K @ 1.00%	\$380	\$0	\$0	\$380
272	TC: Non-Commercial SRR 76-500K % 1.00%	\$0	\$0	\$0	\$0
280	TC: Non-Commercial SRR over 500K @ 1.25%	\$0	\$0	\$0	\$0
290	TC: Total Ag Net Tax Capacity	\$161,734	\$3,106	\$6,307	\$171,147
	Net Tax Capacities of Non-Ag Property				
300	#: Non-Ag Hstd to 76K	100	14	6	120
310	#: Non-Ag Hstd 76-500K - 413,778	11,747	880	1,012	13,639
315	#: Non-Ag Hstd 413,778-500K	103	1	2	34
320	#: Non-Ag Hstd over 500K	48	0	1	49
330	TC: Blind/Para Hstd to 32K @ .45%	\$15,804	\$1,152	\$1,152	\$18,108
340	TC: Non-Ag Hstd to 76K @ 1.00%	\$9,063,308	\$675,251	\$772,197	\$10,510,756
350	TC: Non-Ag Hstd 76K - 413,778 @ 1.00%	\$10,558,937	\$616,989	\$811,525	\$11,987,451
355	TC: Non-Ag Hstd 413,778-500K @ 1.00%	\$73,959	\$509	\$1,791	\$76,259
360	TC: Non-Ag Hstd over 500K @ 1.25%	\$53,331	\$0	\$355	\$53,686
365	TC: Non-Hstd Res Single Unit to 76K (4bb) @ 1.00%	\$723,067	\$124,816	\$92,150	\$940,033
366	TC: Non-Hstd Res Single Unit 76K-500K (4bb) @ 1.00%	\$585,061	\$111,844	\$77,485	\$774,390
367	TC: Non-Hstd Single Unit over 500K (4bb) @ 1.25%	\$28,192	\$0	\$0	\$28,192
370	TC: Non-Hstd 1-3 Units (non-qualify 4bb) @ 1.25%	\$1,005,540	\$179,797	\$80,341	\$1,265,678
	TC: Total Residential 1-3 Units	\$22,107,199	\$1,710,358	\$1,836,996	\$25,654,553

City of St. Cloud
Summary Assessment Abstract
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		Stearns	Benton	Sherburne	City Total
380	TC: Non-Hstd Apt 4+ Units	\$3,156,777	\$840,057	\$667,061	\$4,663,895
415	TC: Class 4D Land&Bldgs @ .75%	\$208,046	\$6,525	\$98,356	\$312,927
425	TC: Non-Profit Comm. Serv. @ 1.50%	\$2,850	\$0	\$0	\$2,850
428	TC: Student Housing @ 1.00%	\$5,906	\$0	\$0	\$5,906
430	TC: Mobile Home Park @ 1.25%	\$7,863	\$29,402	\$950	\$38,215
	TC: Total Apts	\$3,381,442	\$875,984	\$766,367	\$5,023,793
	<i>Commercial Seasonal Residential Recreational</i>				
464	Bed & Breakfast up to 5 units	\$526	\$0	\$350	\$876
470	Qualifying Golf Courses @ 1.25%	\$23,477	\$0	\$0	\$23,477
490	<i>#: Commercial Parcel Count</i>	796	173	16	985
500	TC: Commercial Preferred to 150K @ 1.5%	\$1,537,649	\$288,120	\$27,300	\$1,853,069
520	TC: Commercial over 150K @ 2.00%	\$11,424,052	\$958,124	\$89,872	\$12,472,048
	TC: Total Commercial	\$12,985,704	\$1,246,244	\$117,522	\$14,349,470
	<i>JobZ Commercial Buildings</i>				
611	TC: JobZ Commercial to 150K @ 1.50%	\$0	\$1,020	\$0	\$1,020
612	TC: JobZ Commercial over 150K @ 2.00%	\$16,480	\$6,880	\$0	\$23,360
	TC: Total JobZ Commercial Buildings	\$16,480	\$7,900	\$0	\$24,380
620	<i>#: Industrial Parcel Count</i>	82	43	1	126
630	TC: Industrial to 150K @ 1.50%	\$162,666	\$59,235	\$2,250	\$224,151
650	TC: Industrial over 150K @ 2.00%	\$2,876,252	\$442,780	\$3,160	\$3,322,192
	TC: Total Industrial	\$3,038,918	\$502,015	\$5,410	\$3,546,343
	<i>JobZ Industrial Buildings</i>				
741	TC: JobZ Industrial to 150K @ 1.50%	\$0	\$0	\$0	\$0
742	TC: JobZ Industrial over 150K @ 2.00%	\$147,860	\$97,260	\$0	\$245,120
	TC: Total JobZ Industrial	\$147,860	\$97,260	\$0	\$245,120
	<i>Public Utilities</i>				
750	TC: Public Utilities to 150K @ 1.50%	\$7,163	\$2,250	\$0	\$9,413
755	TC: Public Utilities over 150K @ 2.00%	\$1,400	\$17,258	\$0	\$18,658
765	TC: Public Utilities-Elec Gen Machinery	\$0	\$65,184	\$0	\$65,184
770	TC: Public Utilities-All other Machinery	\$52,230	\$51,026	\$0	\$103,256
790	TC: Railroad Property over 150K	\$38,890	\$49,072	\$13,946	\$101,908
	TC: Total Pub Util	\$99,683	\$184,790	\$13,946	\$298,419
820	TC: Total Fully Taxable Non-Ag Net Tax Capacity	\$41,612,946	\$4,519,391	\$2,740,241	\$48,872,578
825	TC: Total JobZ Non-Ag Net Tax Cap Property	\$164,340	\$105,160	\$0	\$269,500
827	TC: Total Fully Taxable & JobZ Non-Ag NTC	\$41,777,286	\$4,624,551	\$2,740,241	\$49,142,078
830	TC: Total Fully Taxable Net CPC Real Property	\$41,774,680	\$4,522,497	\$2,746,548	\$49,043,725
835	TC: Total Fully Taxb & JobZ NTC Real Property	\$41,939,020	\$4,627,657	\$2,746,548	\$49,313,225

City of St. Cloud
Summary Assessment Abstract
2007 Payable 2008

Page 3

		<u>Stearns</u>	<u>Benton</u>	<u>Sherburne</u>	<u>City Total</u>
	Personal Property				
840	Mkt: It 3F	\$0	\$3,600	\$0	\$3,600
850	TC: It 3F Total Net TC	\$0	\$36	\$0	\$36
852	Non-Comm Aircraft Hangars TMV	\$0	\$0	\$672,000	\$672,000
854	TC: Non-Comm Aircraft Hangars @ 1.50%	\$0	\$0	\$10,080	\$10,080
860	Mkt: Total It 31-33	\$18,400	\$0	\$148,100	\$166,500
870	TC: It 31 Tools/Mach	\$368	\$0	\$0	\$368
880	TC: Rural Lease - Str.	\$0	\$0	\$0	\$0
890	TC: Ag. Lease	\$0	\$0	\$815	\$815
900	Mkt: Total Fully Txbl Mkt Value It 41-48	\$26,931,900	\$3,354,300	\$2,513,600	\$32,799,800
910	TC: Fully Txbl It 41 Struc Lease				\$0
940	TC: It 42 Struc RR ROW		\$150	\$0	\$150
975	TC: Fully Txbl Other Lease RE - C/I	\$885	\$0	\$0	\$885
980	TC: It 44 Electric Utility Transmission NTC	\$340,684	\$41,334	\$23,198	\$405,216
990	TC: It 45 Gas Utility Distribution NTC	\$195,894	\$25,552	\$15,454	\$236,900
1010	TC: It 48 Other Personal Property	\$880	\$0	\$10,125	\$11,005
1020	TC: Total Personal Property	\$538,711	\$67,072	\$59,672	\$665,455
1027	TC: Taxable & JobZ Tot NTC Personal Property	\$538,711	\$67,072	\$59,672	\$665,455
1029	TC: Taxable Total MCPC Real & Personal Property	\$42,313,391	\$4,589,569	\$2,806,220	\$49,709,180
1030	TC: JobZ Tot NetCPC Real & Pers Property	\$164,340	\$105,160	\$0	\$269,500
1031	TC: Total Real & Pers Prop	\$42,477,731	\$4,694,729	\$2,806,220	\$49,978,680
1032	TC Total Net TC for State Tax -SRR	\$153	\$0	\$0	\$153
1033	Total Net TC: State Tax Base Com/Ind	\$16,638,133	\$1,934,901	\$175,180	\$18,748,214
	<i>Market Values and Referendum MV</i>				
1034	Fully Txbl Tot Tax MV R&P Property	\$3,353,460,000	\$344,153,700	\$260,091,000	\$3,957,704,700
1035	JobZ Tot Txbl Mkt Value R & P Property	\$987,000	\$3,575,000	\$0	\$4,562,000
1036	Total Txbl Mkt RE & PP	\$3,361,677,000	\$349,428,700	\$260,091,000	\$3,971,196,700
1037	Total Referendum Mkt Value	\$3,327,848,100	\$343,484,800	\$255,892,900	\$3,927,225,800
1038	Total JobZ Referendum Mkt Value	\$8,217,000	\$5,275,000	\$0	\$13,492,000
1039	Total Fully Taxable & JobZ Ref Mkt Value	\$3,336,065,100	\$348,759,800	\$255,892,900	\$3,940,717,800
1040	TC: TIF Retained Captured	\$2,021,376	\$132,060	\$0	\$2,153,436
1080	TC: Res TOH Exclusion	\$1,856,200	\$342,800	\$354,100	\$2,553,100
1090	TC: Ag Hstd. TOH Excl Mkt Value	\$19,200	\$0	\$0	\$19,200
1100	Total TOH Excl Mkt Value	\$1,875,400	\$342,800	\$354,100	\$2,572,300
1105	Res Hstd TOH Returning Mkt Value	\$107,600	\$0	\$0	\$107,600
1106	Ag Hstd TOH Returning Mkt Value	\$7,200		\$0	\$7,200
Note:					
This is a summary of the Assessment Abstract submitted to Department of Revenue by each County.					
The figures may be slightly different than the final figures because of changes made via the County Auditor's Office.					

ST. CLOUD HRA

	NET TAX CAPACITY
STEARNS COUNTY	\$40,292,015
BENTON COUNTY	\$4,457,509
SHERBURNE COUNTY	\$2,807,951
SHERBURNE COUNTY	
TOTAL	\$47,557,475

FUND REVENUE	CERTIFIED LEVY ON TAXABLE VALUE	LGA REDUCTIONS	HACA	NET LEVY ON TAXABLE VALUE	INITIAL TAX RATE
	\$543,725			\$543,725	1.143%
TOTALS	\$543,725			\$543,725	1.143%

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STEARNS COUNTY REGIONAL RAIL AUTHORITY	NET TAX CAPACITY
STEARNS COUNTY	\$127,996,351
TOTAL	\$127,996,351

FUND	CERTIFIED LEVY ON TAXABLE VALUE	LGA REDUCTIONS	HACA	NET LEVY ON TAXABLE VALUE	INITIAL TAX RATE
REVENUE	\$230,000			\$230,000	0.180%
TOTALS	\$230,000			\$230,000	0.180%

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ST. CLOUD METRO TRANSIT COMMISSION

	NET TAX CAPACITY
BENTON COUNTY	\$13,958,256
BENTON COUNTY-SAU	
SHERBURNE COUNTY	\$2,807,951
STEARNS COUNTY-ST.	\$40,292,015
STEARNS COUNTY-WA	\$8,325,201
STEARNS COUNTY-SA	\$11,355,358
TOTAL	\$76,738,781

FUND	CERTIFIED LEVY ON TAXABLE VALUE	LGA REDUCTIONS	HACA	NET LEVY ON TAXABLE VALUE	INITIAL TAX RATE
REVENUE	\$894,400			\$894,400	1.166%
TOTALS	\$894,400			\$894,400	1.166%

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CITY OF ST. CLOUD (5/6 ANNEX-BENTON COUNTY)

NON JIZ NET TAX CAPACITY	JIZ/ NET TAX CAPACITY	TOTAL NET TAX CAPACITY
\$45,259		\$45,259
\$ 38,923		\$ 38,923

BENTON COUNTY

TOTAL

FUND	CERTIFIED LEVY ON TAXABLE VALUE	5/6 INITIAL TR BENTON CO.
REVENUE		25.873%
FIRE		
PERMANENT IMP.		0.419%
IMP. BONDS 1992		
LIBRARY		0.455%
RECREATION/ARTS		2.313%
POLICE PENSION		
IMP. BONDS 1996		
INFRASTRUCTURE MGMT.		4.890%
PAW ENFORCE. CENTER		
IMP. BONDS 1994		
IMP. BONDS 1995		
FIRE STATION BONDS		
TECHNOLOGY CERT.		0.223%
ICE ARENA FUND		
GARDENS		0.428%
AIRPORT CONSTRUCTION		0.704%
AIRPORT BONDS		
TOTALS		35.305%

8219

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WATERSHED (4)
LIABILITY INS. 0.574%
SURVEY & D. A. 0.006%
OSAKIS ENH. 0.580%
TOTAL 1.166%

TRANSIT TAX

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CITY OF ST. CLOUD (5/6 ANNEX-SHERBURNE COUNTY)

	NON J/Z NET TAX CAPACITY	J/Z/NET TAX CAPACITY	TOTAL NET TAX CAPACITY
SHERBURNE COUNTY	\$1,731		\$1,731
TOTAL	\$ 1,443	\$	1,443

FUND	CERTIFIED LEVY ON TAXABLE VALUE	5/6 INITIAL TR SHERBURNE
REVENUE		25.070%
FIRE		0.406%
PERMANENT IMP.		0.441%
IMP. BONDS 1992		2.241%
LIBRARY		
RECREATION/ARTS		
POLICE PENSION		
IMP. BONDS 1996		4.738%
INFRASTRUCTURE MGMT.		
LAW ENFORCE. CENTER		
IMP. BONDS 1994		
IMP. BONDS 1995		
FIRE STATION BONDS		0.216%
TECHNOLOGY CERT.		
ICE ARENA FUND		0.415%
GARDENS		0.682%
AIRPORT CONSTRUCTION		
AIRPORT BONDS		
TOTALS		34.209%

8202

This is a copy of the computation of your initial tax rate for taxes payable in 2008. If you notice any error in your levy, please contact the Auditor's Office immediately.

WATERSHED (4)	0.574%
LIABILITY INS.	0.006%
SURVEY & D. A.	
OSAKIS ENH.	0.580%
TOTAL	1.166%
TRANSIT TAX	

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CITY OF ST. CLOUD (S. A. STEARNS COUNTY)

NON-J/Z NET TAX CAPACITY	J/Z NET TAX CAPACITY	TOTAL NET TAX CAPACITY
\$413,049		\$413,049
\$ 190,003		\$ 190,003

STEARNS COUNTY	TOTAL NET TAX CAPACITY
	\$413,049
TOTAL	\$ 190,003

FUND	CERTIFIED LEVY ON TAXABLE VALUE	S. A. MER/RUR. INITIAL TAX RATE
REVENUE		13.839%
FIRE		
PERMANENT IMP.		0.224%
IMP. BONDS 1992		
LIBRARY		0.244%
RECREATION/ARTS		1.237%
POLICE PENSION		
IMP. BONDS 1996		
INFRASTRUCTURE MGMT.		2.615%
PAW ENFORCE. CENTER		
IMP. BONDS 1994		
IMP. BONDS 1995		
FIRE STATION BONDS		
TECHNOLOGY CERT.		0.119%
ICE ARENA FUND		
GARDENS		0.229%
AIRPORT CONSTRUCTION		0.377%
AIRPORT BONDS		
TOTALS		18.884%

8209

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WATERSHED (4) 0.574%
 LIABILITY INS. 0.006%
 SURVEY & D. A. 0.580%
 OSAKIS ENH. TOTAL 1.166%

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CITY OF ST. CLOUD (MERGER STEARNS- COUNTY)

	NON-J/Z NET TAX CAPACITY	J/Z NET TAX CAPACITY	TOTAL NET TAX CAPACITY
STEARNS COUNTY	\$344,452		\$344,452
TOTAL	\$ 234,227		\$ 234,227

FUND	CERTIFIED LEVY ON TAXABLE VALUE	MERGER/RUR INITIAL TAX RATE
REVENUE		20.457%
FIRE		
PERMANENT IMP.		0.331%
IMP. BONDS 1992		0.360%
LIBRARY		1.829%
RECREATION/ARTS		
POLICE PENSION		
IMP. BONDS 1996		3.866%
INFRASTRUCTURE MGMT.		
LAW ENFORCE. CENTER		
IMP. BONDS 1994		
IMP. BONDS 1995		
FIRE STATION BONDS		0.176%
TECHNOLOGY CERT.		
ICE ARENA FUND		
GARDENS		0.338%
AIRPORT CONSTRUCTION		0.557%
AIRPORT BONDS		
TOTALS		27.914%

8207&8216

This is a copy of the computation of your initial tax rate for taxes payable in 2008. If you notice any error in your levy, please contact the Auditor's Office immediately.

WATERSHED (4)	0.574%
LIABILITY INS.	0.006%
SURVEY & D. A.	
OSAKIS ENH.	0.580%
TOTAL	1.166%
TRANSIT TAX	

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CITY OF ST. CLOUD (82)

	NON-J/Z NET TAX CAPACITY	J/Z NET TAX CAPACITY	TOTAL NET TAX CAPACITY	MARKET VALUE-NON/JOBZ	MARKET VALUE-JOBZ
STEARNS COUNTY	\$39,534,514	\$164,340	\$39,698,854	\$3,328,097,700	\$8,217,000
BENTON COUNTY	\$4,412,250	\$105,160	\$4,517,410	\$343,484,800	\$5,275,000
SHERBURNE COUNTY	\$2,806,220		\$2,806,220	\$256,063,200	
SHERBURNE ANNEX					
TOTAL	\$47,217,579	\$269,500	\$47,487,079	\$3,927,645,700	\$13,492,000

FUND	CERTIFIED LEVY ON TAXABLE VALUE	LGA REDUCTIONS	HACA	EQUALIZATION AID	NET LEVY ON TAXABLE VALUE	INITIAL TAX RATE
REVENUE	\$14,205,100				\$14,205,100	30.084%
FIRE						
PERMANENT IMP.	\$230,000				\$230,000	0.487%
IMP. BONDS 1992						
LIBRARY	\$250,000				\$250,000	0.529%
RECREATION/ARTS	\$1,269,700				\$1,269,700	2.689%
POLICE PENSION						
IMP. BONDS 1996						
INFRASTRUCTURE MGMT.	\$2,700,000				\$2,700,000	5.686%
LAW ENF. CENTER						
IMP. BONDS 1994						
IMP. BOND 1995						
FIRE STATION BONDS						
TECHNOLOGY CERT.	\$123,000				\$123,000	0.259%
ICE ARENA FUND						
GARDENS	\$235,000				\$235,000	0.498%
AIRPORT CONSTRUCTION	\$386,700				\$386,700	0.819%
AIRPORT BONDS						
TOTALS	\$19,399,500				\$19,399,500	41.051%

STATE PAID AIDS	24.624%	LEVY AMOUNT	M.V. RATE
		\$3,040,000	0.07714%

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WATERSHED (4)	0.574%
LIABILITY INS.	0.006%
SURVEY & D. A.	
OSAKIS ENH.	0.580%
TOTAL	1.166%
TRANSIT TAX	

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STEARNS COUNTY

	NON-JIZ NET TAX CAPACITY	JIZ NET TAX CAPACITY	TOTAL NET TAX CAPACITY
STEARNS COUNTY	\$133,475,687	\$306,113	\$133,781,800
LIBRARY-OUT FOR 2000 & AFTER			
TIF & Powerline TCV	\$5,479,336		\$5,479,336
TOTAL	\$127,996,351	\$306,113	\$128,302,464

FUND	CERTIFIED LEVY ON TAXABLE VALUE	LGA REDUCTIONS	HACA	NET LEVY ON TAXABLE VALUE	INITIAL TAX RATE
REVENUE	\$25,128,647			\$25,128,647	19.632%
ROAD & BRIDGE	\$7,307,493			\$7,307,493	5.709%
WELFARE	\$21,155,156			\$21,155,156	16.528%
BUILDING	\$202,500			\$202,500	0.158%
PARKS	\$859,783			\$859,783	0.672%
DEBT SERVICE	\$4,131,878			\$4,131,878	3.220%
LIBRARY	\$2,043,656			\$2,043,656	1.597%
TOTALS	\$60,829,113			\$60,829,113	47.516%

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2008 PROG. AID \$7,116,831 2008 RATE 5.560%

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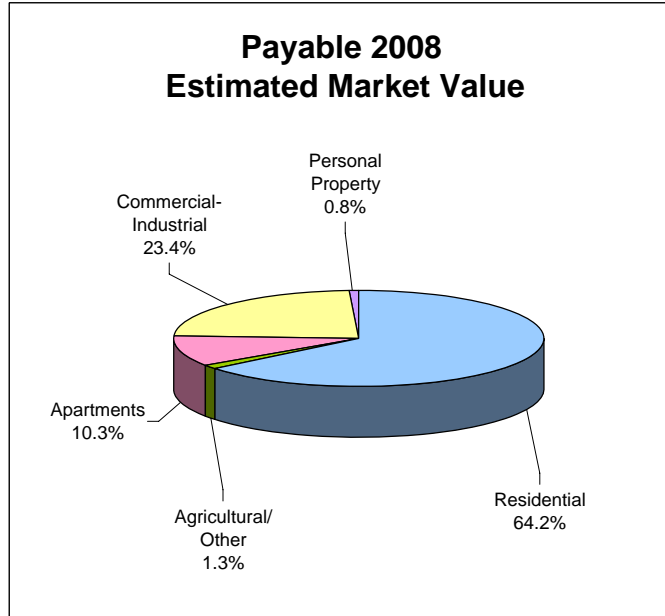
City of St. Cloud

Estimated Market Value & Tax Capacity Value

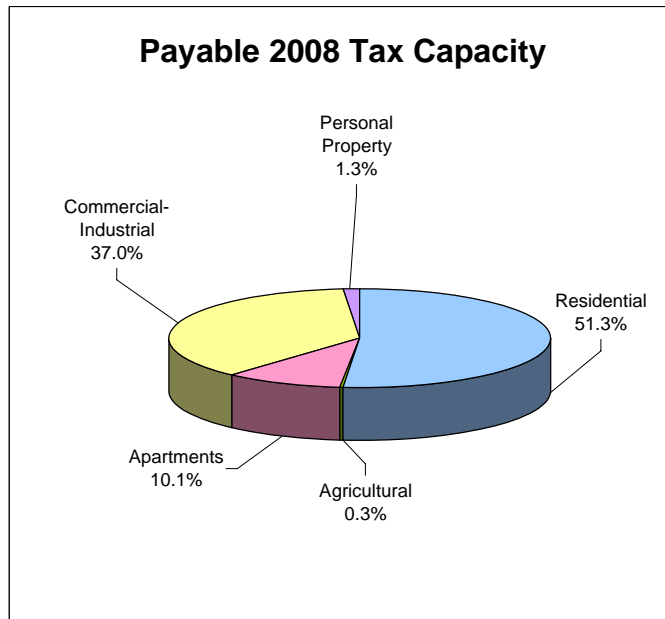
Real Estate and Personal Property

(Source: Fall Mini-Abstract & Assessment Abstract)

Property Type	Payable 2008 EMV
Residential	\$2,606,404,400
Agricultural/ Other	\$52,506,400
Apartments	\$419,104,700
Commercial-Industrial	\$947,300,400
Personal Property	\$33,698,800
TOTAL	\$4,059,014,700



Property Type	Payable 2008 TC
Residential	\$25,654,933
Agricultural	\$170,767
Apartments	\$5,023,793
Commercial-Industrial	\$18,463,732
Personal Property	\$665,455
TOTAL	\$49,978,680

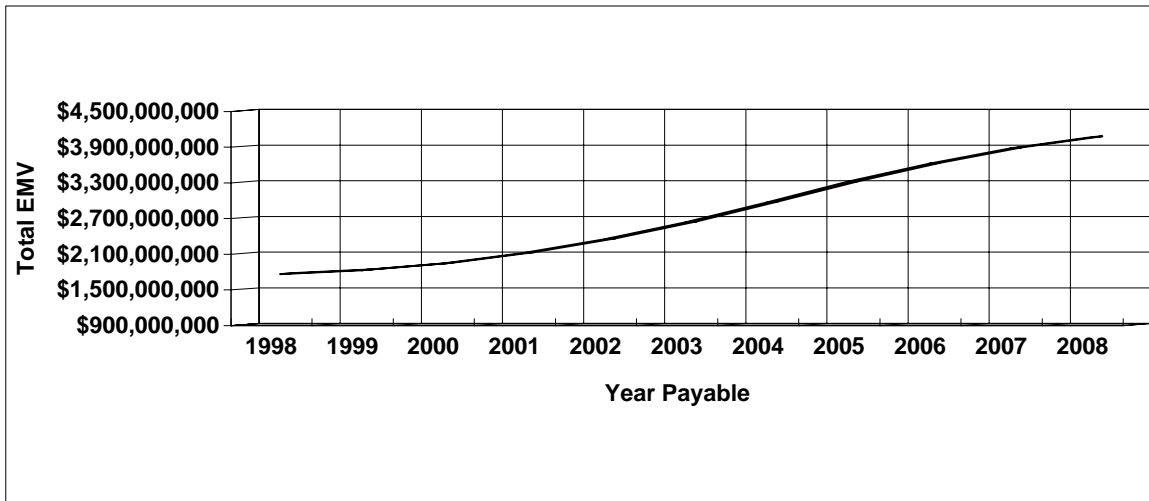


City of St. Cloud

Total Estimated Market Value

Real & Personal Property

Year Payable	Total EMV	% Change
1998	\$1,754,395,500	5.9%
1999	\$1,820,565,200	3.8%
2000	\$1,934,198,500	6.2%
2001	\$2,112,443,600	9.2%
2002	\$2,340,795,400	10.8%
2003	\$2,627,078,800	12.2%
2004	\$2,960,674,700	12.7%
2005	\$3,307,861,700	11.7%
2006	\$3,611,561,700	9.2%
2007	\$3,870,339,900	7.2%
2008	\$4,059,014,700	4.9%

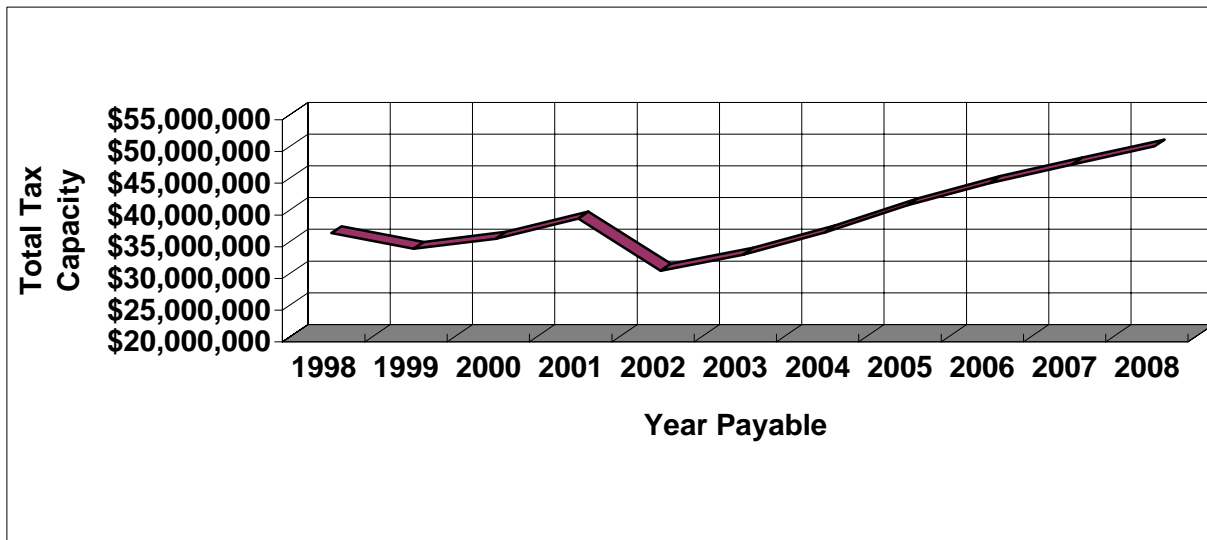


City of St. Cloud

Total Tax Capacity Value Real and Personal Property (Includes TIF Values)

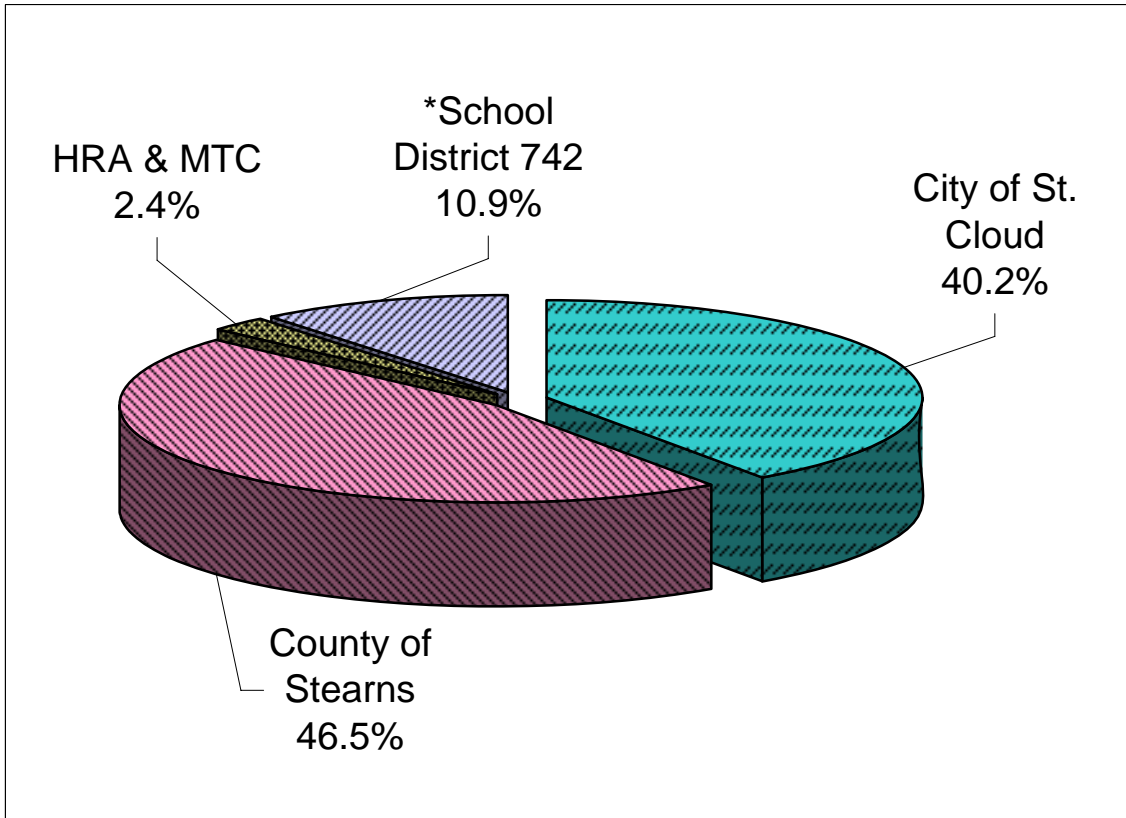
Year Payable	Total Tax Capacity	% Change
1998	\$36,317,345	-6.5%
1999	\$33,846,526	-6.8%
2000	\$35,445,213	4.7%
2001	\$38,626,318	9.0%
2002	\$30,380,593	-21.3%
2003	\$32,922,007	8.4%
2004	\$36,433,838	10.7%
2005	\$40,706,362	11.7%
2006	\$44,194,093	8.6%
2007	\$47,142,766	6.7%
2008	\$49,978,680	6.0%

Total Tax Capacity



City of St. Cloud

Where Your Tax Dollars Go - Payable 2008



	Tax Capacity Rate - 2008
City of St. Cloud	41.051%
County of Stearns	47.477%
HRA & MTC	2.489%
*School District 742	<u>11.184%</u>
Total Tax Capacity Rate	<u><u>102.201%</u></u>

*Does not include Referendum Rates:

- School District 742 @ .03775%

- City of St. Cloud @ .07714%

*Stearns County only

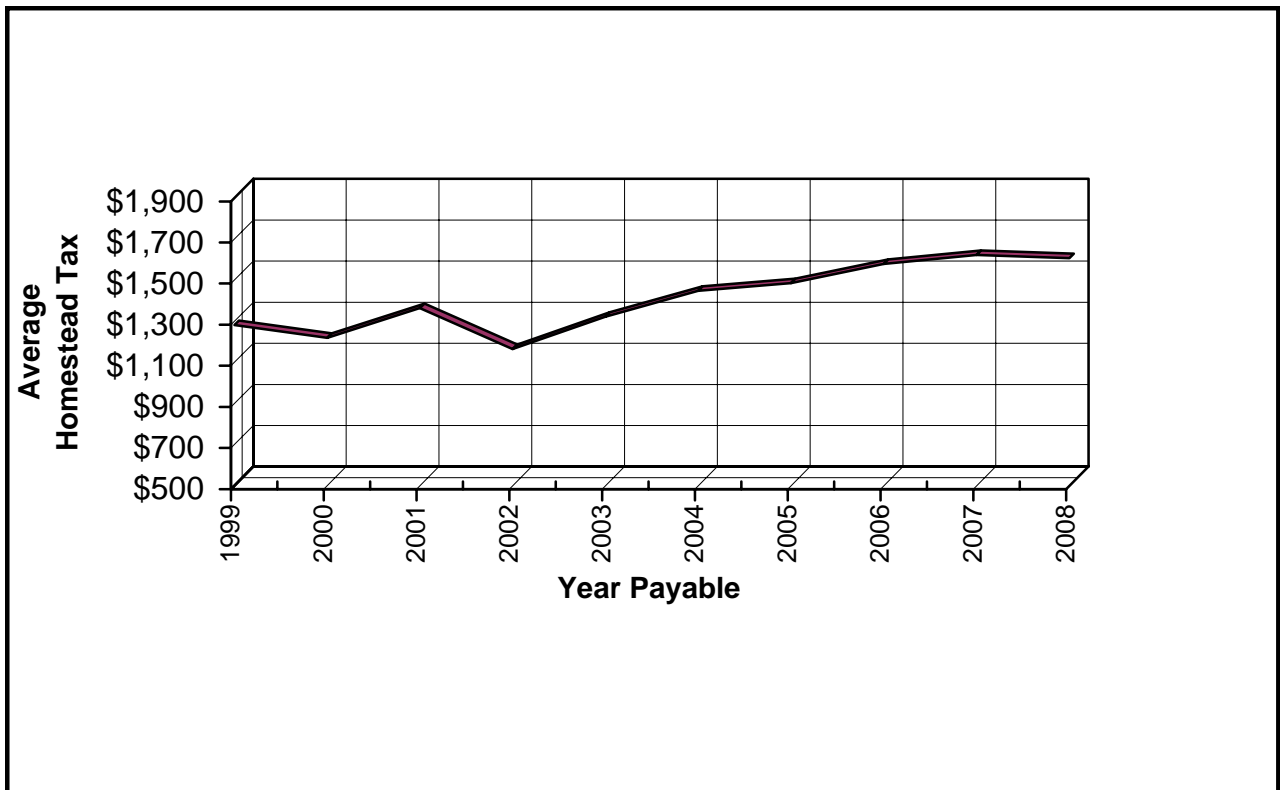
*Does not include State General Tax Rate of 45.949%

City of St. Cloud

Net Homestead Tax on the Average Value Residential Property

Year Payable	Average Residential Valuation	Average Homestead Tax
1999	\$92,800	\$1,282
2000	\$94,900	\$1,219
2001	\$103,600	\$1,364
2002	\$115,880	\$1,165
2003	\$128,000	\$1,322
2004	\$140,000	\$1,449
2005	\$150,400	\$1,486
2006	\$158,300	\$1,580
2007	\$161,000	\$1,623
2008	\$161,400	\$1,607

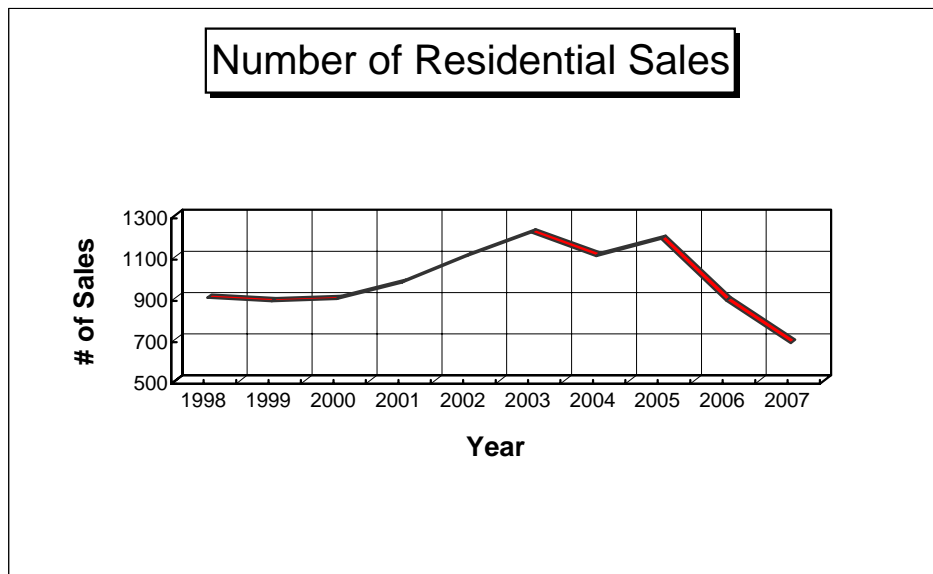
Year Payable	Median Residential Valuation	Median Homestead Tax
2001	\$91,100	\$1,138
2002	\$103,200	\$996
2003	\$116,000	\$1,162
2004	\$127,000	\$1,280
2005	\$135,600	\$1,304
2006	\$141,600	\$1,374
2007	\$143,600	\$1,408
2008	\$143,900	\$1,393



City of St. Cloud

Residential Sales History

Year	# Residential Sales	% Change
1998	903	NA
1999	886	-1.9%
2000	897	1.2%
2001	976	8.8%
2002	1104	13.1%
2003	1219	10.4%
2004	1105	-9.4%
2005	1188	7.5%
2006	890	-25.1%
2007	684	-23.1%



Year	Average Sale Price	% Change
1998	\$99,349	NA
1999	\$107,100	7.8%
2000	\$115,332	7.7%
2001	\$125,304	8.6%
2002	\$142,417	13.7%
2003	\$149,188	4.8%
2004	\$161,210	8.1%
2005	\$167,305	3.8%
2006	\$173,210	3.5%
2007	\$176,506	1.9%



Year	Median Sale Price	% Change
2000	\$100,000	NA
2001	\$111,000	11.0%
2002	\$127,000	14.4%
2003	\$134,000	5.5%
2004	\$139,500	4.1%
2005	\$148,100	6.2%
2006	\$156,500	5.7%
2007	\$154,750	-1.1%

City of St. Cloud

Number of Residential Parcels by Value Range				
2008 Assessment Values				
Value Range	Stearns County	Benton County	Sherburne County	Total City
Up to \$50,000	1,068	571	162	1,801
\$50,001 - \$75,000	394	21	21	436
\$75,001 - \$100,000	531	95	47	673
\$100,001 - \$125,000	2,577	326	192	3,095
\$125,001 - \$150,000	4,077	308	443	4,828
\$150,001 - \$175,000	2,476	126	242	2,844
\$175,001 - \$200,000	1,398	70	93	1,561
\$200,001 - \$225,000	760	53	37	850
\$225,001 - \$250,000	441	32	21	494
\$250,001 - \$300,000	435	30	50	515
\$300,001 - \$400,000	403	17	31	451
\$400,001 & above	198	2	6	206
Total Parcels	14,758	1,651	1,345	17,754

Includes vacant land parcels.

Number of HRA-In Lieu of Tax Single Family Parcels				
2003 Assessment Values				
Average Value	Stearns County	Benton County	Sherburne County	Total City
\$106,000	30	5	6	41

Residential Sales 1/1/07 through 12/31/07
Ratios Based on 2008 Estimated Market Values
Average Estimated Market Value for 2008 = \$161,400
Average Residential Sale Price = \$176,500

Area	Sales \$176,500 or Less		Sales Above \$176,500		All Sales	
	# Sales	Median	# Sales	Median	# Sales	Median
1	23	96.0	8	89.2	31	94.5
2	17	95.6	33	93.1	50	94.0
3	29	93.7	10	84.6	39	93.1
4	12	86.9	6	76.5	18	85.4
5	53	95.8	2	87.3	55	95.8
6	13	95.3	26	93.5	39	94.6
7	58	98.2	0	0.0	58	98.2
8	46	91.8	1	87.2	47	91.6
9	16	94.4	10	87.7	26	92.4
11	51	95.3	8	82.6	59	94.6
12	31	97.1	1	69.2	32	96.4
13	11	97.2	16	93.9	27	94.6
14	47	95.7	33	93.5	80	95.2
15	15	95.9	34	92.6	49	93.3
16	0	0.0	1	103.0	1	103.0
20	51	93.7	22	89.3	73	92.0
Total	473	95.6	211	91.9	684	94.4

Sale Price Range	# Sales	Mean Ratio	Median Ratio	COD
\$0 - \$75,000	6	109.6	110.8	8.58
\$75,001 - \$100,000	21	108.9	107.5	7.62
\$100,001 - \$125,000	110	100.6	99.3	6.40
\$125,001 - \$150,000	170	94.4	94.4	4.85
\$150,001 - \$175,000	159	93.0	93.5	5.74
\$175,001 - \$200,000	71	92.1	92.2	5.66
\$200,001 - \$250,000	78	90.7	90.0	6.29
\$250,001 - \$300,000	33	92.0	93.2	6.54
\$300,001 & Above	36	88.2	92.6	10.01
Total Number of Sales:	684	94.5	94.4	6.72

Year Built	# Sales	Mean Ratio	Median Ratio	COD
1800-1900	26	91.5	91.8	8.23
1901-1910	9	93.1	91.6	6.40
1911-1920	39	97.4	98.0	8.57
1921-1930	41	99.6	99.1	10.56
1931-1940	24	93.3	95.0	8.01
1941-1950	58	97.1	96.9	7.01
1951-1960	65	93.8	94.7	6.02
1961-1970	47	94.7	93.4	7.29
1971-1980	53	95.2	95.0	6.27
1981-1990	74	93.8	94.2	5.70
1991-2000	63	94.6	94.6	5.80
2001-2007	185	93.0	93.7	5.26
Total Sales:	684	94.5	94.4	6.72

City of St. Cloud
Residential Sales Summary By Neighborhood - 2007

* Neighborhood Boundaries were redrawn in 2006.

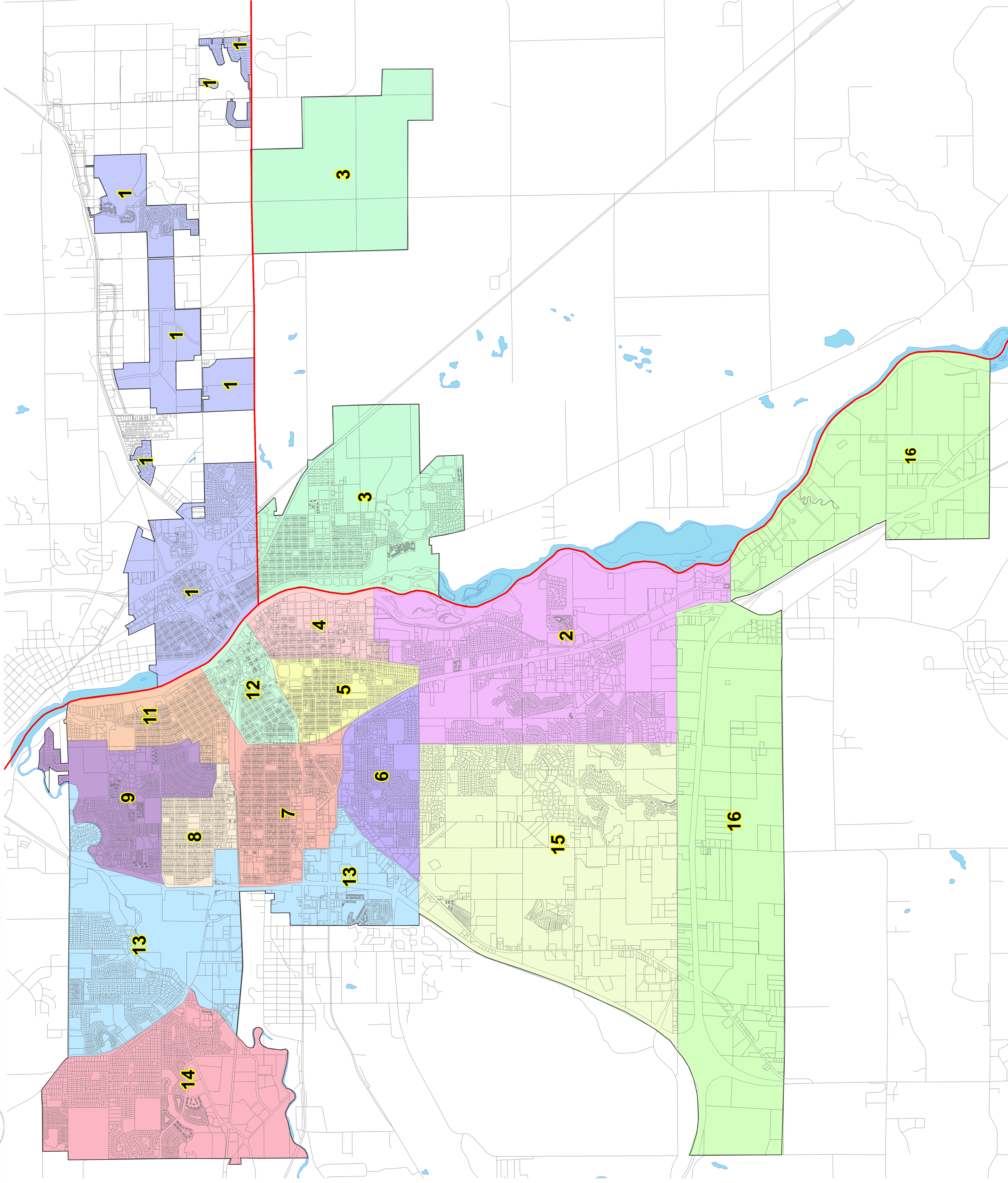
As a result 2006 numbers may appear to be out of line with 2005 numbers.

** Parcel Number Count includes residential properties with codes 2010, 2011, 2013, 2015, 2060

Neighborhood	Year	Average Sale Price	% Change	Average EMV	% Change	Number of Parcels	Number of Sales	% Sold	EMV/ Sale Price
Area 1 Benton	2007	\$158,719	-7.23%	\$143,000	-0.93%	1401	31	2.2%	90.10%
	2006	\$171,094	9.11%	\$144,347	2.66%	1417	53	3.7%	84.37%
	2005	\$156,808	0.77%	\$140,606	5.47%	1420	98	6.9%	89.67%
	2004	\$155,604	21.46%	\$133,315	6.95%	1237	65	5.3%	85.68%
	2003	\$128,113	-2.02%	\$124,648	11.52%	1092	82	7.5%	97.30%
	2002	\$130,756		\$111,775		1088	82	7.5%	85.48%
Area 2 South	2007	\$217,954	-3.59%	\$209,760	-0.03%	1544	50	3.2%	96.24%
	2006	\$226,081	-7.91%	\$209,830	-9.71%	1528	74	4.8%	92.81%
	2005	\$245,501	-9.34%	\$232,404	5.01%	626	57	9.1%	94.67%
	2004	\$270,790	19.86%	\$221,306	6.73%	626	44	7.0%	81.73%
	2003	\$225,930	4.36%	\$207,360	7.23%	627	53	8.5%	91.78%
	2002	\$216,501		\$193,376		626	72	11.5%	89.32%
Area 3 Sherburne	2007	\$170,774	-1.29%	\$158,691	1.58%	1131	39	3.4%	92.92%
	2006	\$173,004	12.10%	\$156,218	2.00%	1137	67	5.9%	90.30%
	2005	\$154,334	-3.88%	\$153,155	6.37%	1133	56	4.9%	99.24%
	2004	\$160,563	9.71%	\$143,989	8.12%	1118	70	6.3%	89.68%
	2003	\$146,358	21.90%	\$133,172	7.05%	1068	67	6.3%	90.99%
	2002	\$120,064		\$124,401		1068	53	5.0%	103.61%
Area 4 College	2007	\$169,895	0.48%	\$144,422	2.17%	452	18	4.0%	85.01%
	2006	\$169,085	7.38%	\$141,360	-0.01%	454	20	4.4%	83.60%
	2005	\$157,460	0.63%	\$141,380	5.57%	459	38	8.3%	89.79%
	2004	\$156,472	15.92%	\$133,923	6.58%	455	32	7.0%	85.59%
	2003	\$134,986	14.27%	\$125,656	15.60%	456	51	11.2%	93.09%
	2002	\$118,128		\$108,700		457	32	7.0%	92.02%
Area 5 Lake George	2007	\$133,071	1.37%	\$128,038	0.25%	1200	55	4.6%	96.22%
	2006	\$131,270	-2.82%	\$127,720	0.33%	1199	60	5.0%	97.30%
	2005	\$135,076	8.37%	\$127,300	5.67%	1197	105	8.8%	94.24%
	2004	\$124,649	6.09%	\$120,466	6.13%	1195	84	7.0%	96.64%
	2003	\$117,490	5.94%	\$113,511	10.38%	1194	97	8.1%	96.61%
	2002	\$110,901		\$102,833		1193	102	8.5%	92.73%
Area 6 Goettens	2007	\$211,633	1.99%	\$186,236	0.15%	877	39	4.4%	88.00%
	2006	\$207,508	8.30%	\$185,951	0.82%	880	44	5.0%	89.61%
	2005	\$191,604	-5.26%	\$184,435	4.04%	880	44	5.0%	96.26%
	2004	\$202,244	18.77%	\$177,271	4.50%	879	48	5.5%	87.65%
	2003	\$170,280	-2.63%	\$169,643	7.43%	879	48	5.5%	99.63%
	2002	\$174,871		\$157,907		871	45	5.2%	90.30%
Area 7 West Downtown	2007	\$121,352	-2.07%	\$121,229	0.05%	1723	58	3.4%	99.90%
	2006	\$123,919	-2.53%	\$121,163	-0.02%	1753	96	5.5%	97.78%
	2005	\$127,139	5.80%	\$121,191	3.59%	1753	141	8.0%	95.32%
	2004	\$120,173	5.39%	\$116,994	6.68%	1736	147	8.5%	97.35%
	2003	\$114,025	9.33%	\$109,668	10.87%	1730	161	9.3%	96.18%
	2002	\$104,291		\$98,914		1721	128	7.4%	94.84%
Area 8 Pantown	2007	\$139,365	0.67%	\$129,415	-0.11%	1027	47	4.6%	92.86%
	2006	\$138,443	3.55%	\$129,555	0.39%	1027	32	3.1%	93.58%
	2005	\$133,697	4.04%	\$129,058	3.54%	1027	68	6.6%	96.53%
	2004	\$128,501	6.07%	\$124,644	5.30%	1025	78	7.6%	97.00%
	2003	\$121,152	3.98%	\$118,374	9.05%	1022	71	6.9%	97.71%
	2002	\$116,514		\$108,553		1021	72	7.1%	93.17%

Area 9 Northway	2007	\$197,012	-5.38%	\$171,146	0.27%	1082	26	2.4%	86.87%
	2006	\$208,213	25.23%	\$170,679	10.72%	1086	35	3.2%	81.97%
	2005	\$166,267	5.54%	\$154,147	3.42%	1009	54	5.4%	92.71%
	2004	\$157,535	4.05%	\$149,046	4.66%	1008	47	4.7%	94.61%
	2003	\$151,403	7.30%	\$142,413	9.36%	1020	51	5.0%	94.06%
	2002	\$141,102		\$130,220		1011	49	4.8%	92.29%
Area 10 North	2006	Area 10 was redistributed in 2006 and no longer exists.							
	2005	\$240,263	-12.38%	\$234,674	4.81%	427	19	4.4%	97.67%
	2004	\$274,225	23.43%	\$223,898	7.57%	426	15	3.5%	81.65%
	2003	\$222,169	8.57%	\$208,137	4.97%	397	18	4.5%	93.68%
	2002	\$204,626		\$198,279		374	22	5.9%	96.90%
Area 11 Hospital	2007	\$151,420	7.41%	\$140,875	0.03%	1050	59	5.6%	93.04%
	2006	\$140,969	0.63%	\$140,832	7.23%	1044	57	5.5%	99.90%
	2005	\$140,091	7.63%	\$131,334	3.99%	968	61	6.3%	93.75%
	2004	\$130,155	4.48%	\$126,293	4.87%	968	64	6.6%	97.03%
	2003	\$124,579	7.15%	\$120,424	10.85%	966	74	7.7%	96.66%
	2002	\$116,268		\$108,640		967	70	7.2%	93.44%
Area 12 Downtown	2007	\$126,556	3.81%	\$119,545	0.33%	533	32	6.0%	94.46%
	2006	\$121,915	-0.57%	\$119,151	0.55%	537	40	7.4%	97.73%
	2005	\$122,609	9.73%	\$118,502	4.49%	535	58	10.8%	96.65%
	2004	\$111,742	2.41%	\$113,407	6.17%	536	36	6.7%	101.49%
	2003	\$109,111	4.88%	\$106,821	12.48%	537	49	9.1%	97.90%
	2002	\$104,030		\$94,973		536	50	9.3%	91.29%
Area 13 West	2007	\$197,642	2.01%	\$187,762	0.36%	995	27	2.7%	95.00%
	2006	\$193,749		\$187,090		1045	33	3.2%	96.56%
	2005	*** Recreated in 2006 ***							
Area 14 North Merger	2007	\$182,727	0.02%	\$176,524	-0.06%	1646	80	4.9%	96.61%
	2006	\$182,684	-3.57%	\$176,624	0.55%	1593	123	7.7%	96.68%
	2005	\$189,443	11.56%	\$175,656	4.67%	2271	146	6.4%	92.72%
	2004	\$169,816	2.93%	\$167,824	9.06%	1988	188	9.5%	98.83%
	2003	\$164,976	8.85%	\$153,880	8.59%	1895	212	11.2%	93.27%
	2002	\$151,560		\$141,706		1821	137	7.5%	93.50%
Area 15 South Merger	2007	\$332,586	28.88%	\$262,883	2.06%	1370	49	3.6%	79.04%
	2006	\$258,055	12.36%	\$257,577	17.46%	1290	52	4.0%	99.81%
	2005	\$229,678	-11.31%	\$219,284	4.38%	1913	134	7.0%	95.47%
	2004	\$258,955	11.50%	\$210,091	10.32%	1906	81	4.2%	81.13%
	2003	\$232,251	6.28%	\$190,441	10.34%	1705	92	5.4%	82.00%
	2002	\$218,534		\$172,601		1675	91	5.4%	78.98%
Area 16 St. Augusta Annex	2007	\$207,500	-69.44%	\$210,434	-2.81%	130	1	0.8%	101.41%
	2006	\$679,000	236.04%	\$216,524	1.96%	130	1	0.8%	31.89%
	2005	\$202,059	18.44%	\$212,364	2.40%	132	4	3.0%	105.10%
	2004	\$170,600		\$207,379	12.72%	135	2	1.5%	121.56%
	2003	NO SALES		\$183,973	10.88%	134	0	0.0%	0.00%
	2002	\$193,950		\$165,924		135	2	1.5%	85.55%
Area 20 Condo	2007	\$159,233	-2.91%	\$143,496	-2.22%	1593	73	4.6%	90.12%
	2006	\$163,999	3.67%	\$146,754	2.52%	1705	103	6.0%	89.48%
	2005	\$158,200	10.55%	\$143,142	11.52%	1606	105	6.5%	90.48%
	2004	\$143,101	-0.50%	\$128,354	3.96%	1446	104	7.2%	89.69%
	2003	\$143,827	-0.99%	\$123,462	7.97%	1316	103	7.8%	85.84%
	2002	\$145,261		\$114,350		1144	97	8.5%	78.72%
City Overall	2007	\$176,506	1.90%	\$161,402	0.28%	17754	684	3.9%	91.44%
	2006	\$173,210	3.77%	\$160,945	1.67%	17825	890	5.0%	92.92%
	2005	\$166,911	3.54%	\$158,300	5.25%	17390	1188	6.8%	94.84%
	2004	\$161,210	8.06%	\$150,400	7.43%	16684	1105	6.6%	93.29%
	2003	\$149,188	4.75%	\$140,000	9.38%	16038	1219	7.6%	93.84%
	2002	\$142,417		\$128,000		15707	1104	7.0%	89.88%

Assessing Neighborhoods - 2007



Assessing Neighborhoods

- Neighborhood 1
- Neighborhood 2
- Neighborhood 3
- Neighborhood 4
- Neighborhood 5
- Neighborhood 6
- Neighborhood 7
- Neighborhood 8
- Neighborhood 9
- Neighborhood 11
- Neighborhood 12
- Neighborhood 13
- Neighborhood 14
- Neighborhood 15
- Neighborhood 16
- Not In City

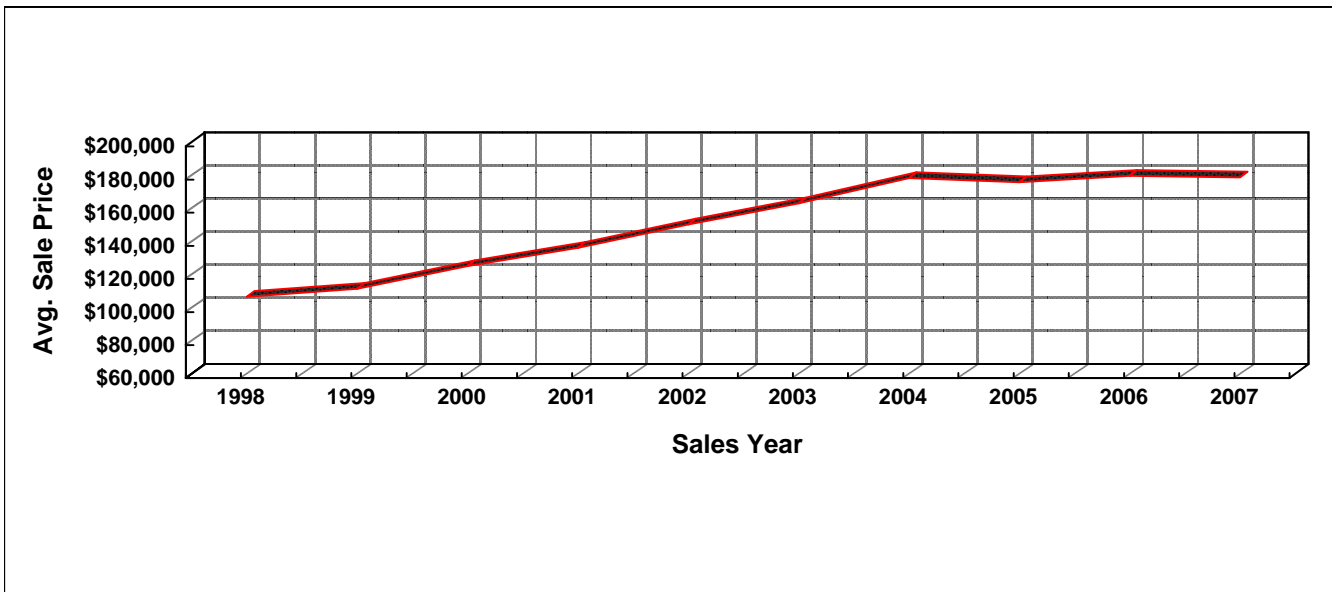
- City Limits
- Parcels
- County Boundaries
- Water
- Roads

This map is neither a legally recorded map nor survey and is to be used only for reference purposes. The City of St. Cloud assumes no responsibility for actual or consequential damage incurred as a result of using this data.

10-Year Profile of Residential Sales Activity: St. Cloud Area

Source: St. Cloud Multiple Listing Service

<u>Sales Year</u>	<u>Avg. Sale Price</u>	<u>% Increase</u>	<u># of Sales</u>	<u>Avg. Market Time</u>	<u>% of List Price</u>
1998	\$106,547	8.6%	2,183	77 Days	98%
1999	\$111,374	4.5%	2,213	73 Days	98%
2000	\$125,241	12.5%	2,278	111 Days	99%
2001	\$136,113	8.7%	2,484	115 Days	99%
2002	\$150,220	10.4%	2,849	117 Days	99%
2003	\$163,042	8.5%	3,214	117 Days	99%
2004	\$178,390	9.4%	3,494	122 Days	99%
2005	\$175,775	-1.5%	4,353	96 Days	99%
2006	\$179,664	2.2%	3,555	105 Days	99%
2007	\$178,707	-0.5%	3,063	108 Days	99%
Total 10-Year Increase	\$72,160				
Average Annual Increase	\$7,216	6.3%			



**City of St. Cloud
Population and Household Estimates**

Year	Source	Population	Households
4/1/90	Census	48,812	17,926
4/1/91	State	49,350	18,327
4/1/92	State	49,434	18,622
4/1/93	State	49,416	18,552
4/1/94	State	50,143	18,800
4/1/95	State	58,566	21,515
4/1/96	State	58,646	21,586
12/30/96	Local	59,097	21,788
12/30/97	Local	59,818	21,986
4/1/98	State	59,584	21,989
12/31/98	Local	60,362	22,186
12/31/99	Local	61,037	22,434
1/1/00	Census	59,107	22,652
12/30/01	State	60,269	23,120
4/1/02	State	61,248	23,613
4/1/03	State	62,850	24,472
03/28/04	Planning	64,763	*Not available at this time
03/28/06	Planning	65,653	*Not available at this time
03/22/07	Planning	65,792	*Not available at this time
07/01/06	Planning	66,228	*Not available at this time

* 2000 Census States 2.61 persons per household.

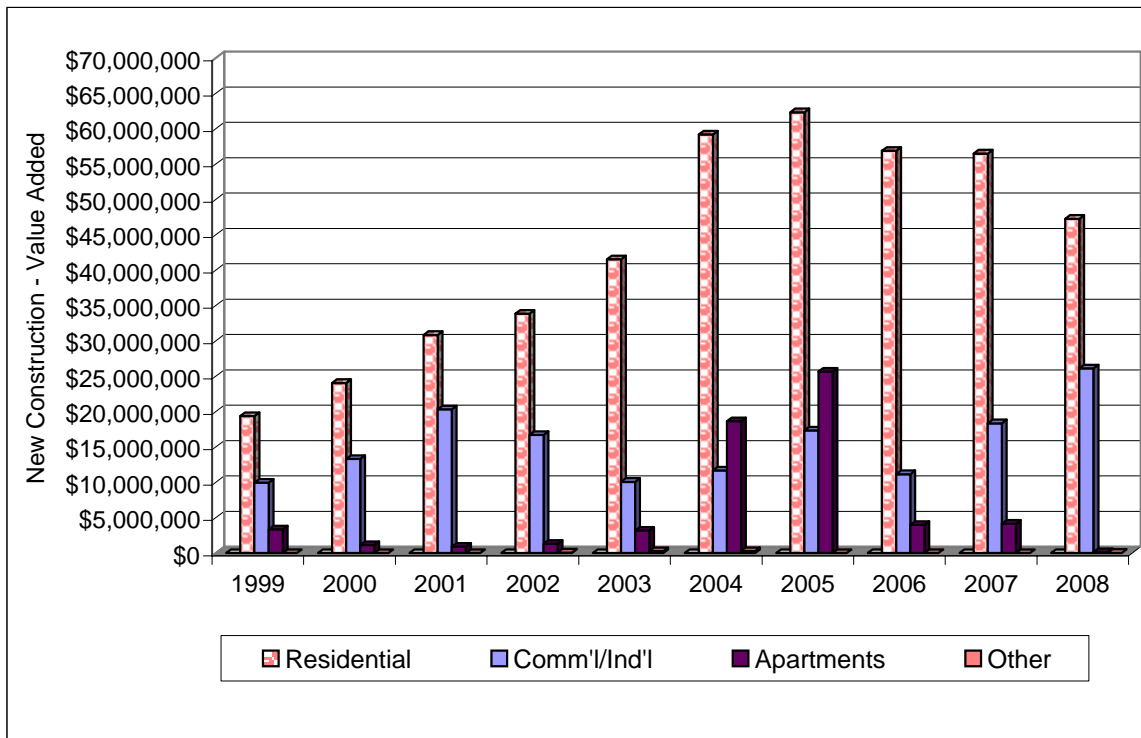
Source: Planning Office Annual Report

City of St. Cloud

New Construction-Value Added

(From 2007 Fall Mini-Abstract)

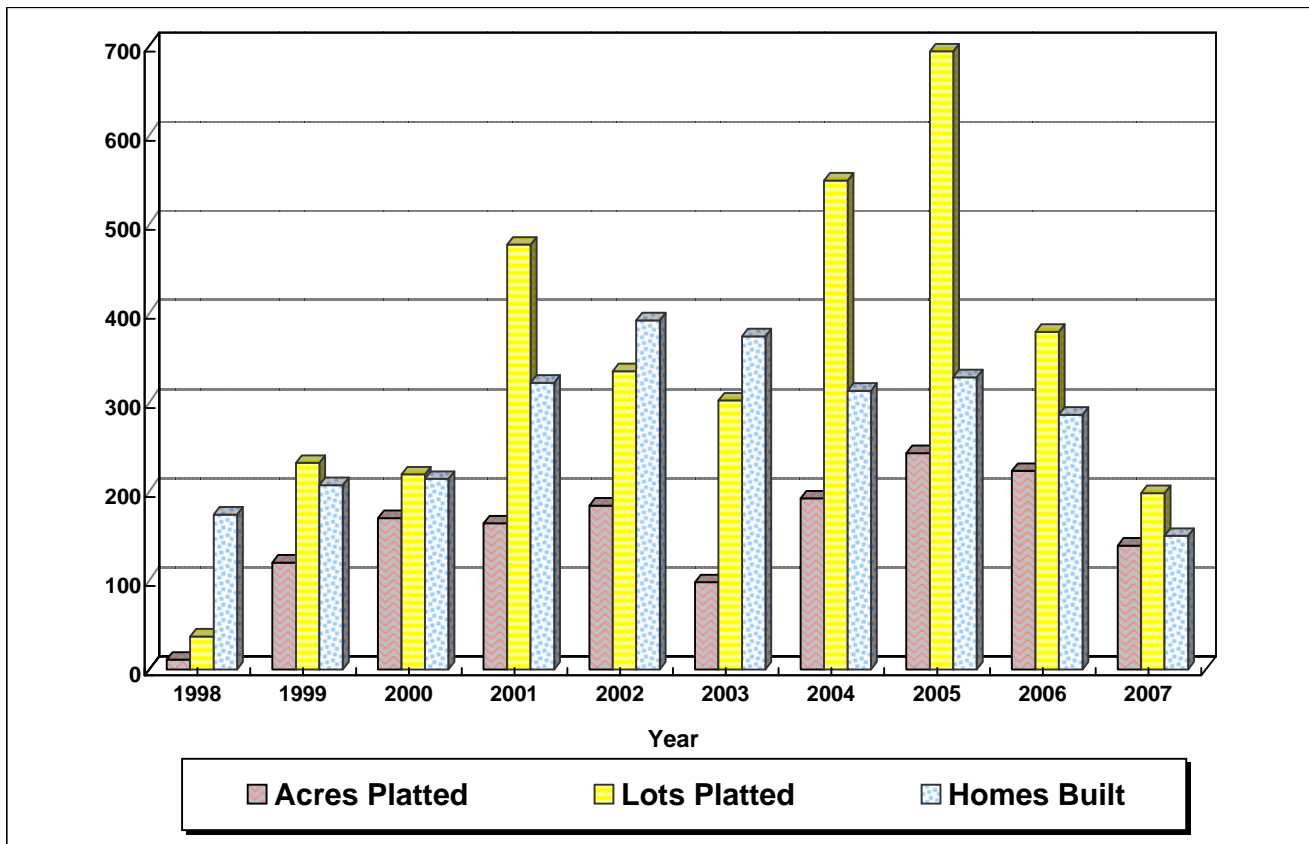
<u>Year Payable</u>	<u>Residential</u>	<u>Comm'/Ind'l</u>	<u>Apartments</u>	<u>Other</u>	<u>Total</u>
1999	\$19,364,500	\$9,941,500	\$3,342,000	\$0	\$32,648,000
2000	\$24,049,700	\$13,304,000	\$1,125,000	\$1,600	\$38,480,300
2001	\$30,836,500	\$20,304,000	\$904,000	\$5,000	\$52,049,500
2002	\$33,847,200	\$16,700,500	\$1,308,000	\$67,200	\$51,922,900
2003	\$41,549,300	\$10,059,000	\$3,165,000	\$264,300	\$55,037,600
2004	\$59,199,000	\$11,680,000	\$18,637,000	\$278,000	\$89,794,000
2005	\$62,332,000	\$17,318,000	\$25,655,000	\$0	\$105,305,000
2006	\$56,894,200	\$11,159,000	\$3,980,000	\$0	\$72,033,200
2007	\$56,497,700	\$18,347,000	\$4,139,000	\$0	\$78,983,700
2008	\$47,260,600	\$26,120,000	\$120,000	\$10,000	\$73,510,600



City of St. Cloud

Single-Family Residential Development

<u>Year</u>	<u>Acres Platted</u>	<u>Lots Platted</u>	<u>Homes Built</u>
1998	11	37	174
1999	120	232	207
2000	170	219	214
2001	164	477	322
2002	184	335	392
2003	98	302	374
2004	192	549	313
2005	243	694	328
2006	223	379	286
2007	139	198	150



Residential Development/Recent Plats

Plat	Plat Date	Total Acres	Total Lots	Total Lots Blt/Sold	Total Lots Remain**
Bear Ridge 2	Nov-07	44.58	44	0	44
Mississippi Island View	Nov-07	17.4	4	0	4
Paradise Park South	Aug-07	3.55	9	0	9
Sun Villa Estates	May-07	17.32	54	0	54
Pearl Place	Apr-07	4.85	9	3	6
Southern Ridge	Apr-07	9.51	30	2	28
Ayers Mill Pond	Apr-07	41.38	48	0	48
South Fork	Nov-06	40.47	11	1	10
Sauk River Estates 3	Nov-06	1.99	3	0	3
Kensington Patio Homes 3	Jun-06	2.52	12	2	10
Stone Gate	May-06	70.16	97	7	90
Ladbrook Park	May-06	20.77	74	0	74
Deer Creek 7	Apr-06	20.79	24	8	16
Sommersby 2	Mar-06	41.08	107	5	102
Bear Ridge 1	Mar-06	8.24	26	4	22
Sauk River Estates 2	Mar-06	11.51	17	4	13
Buetners Ridgewood 14	Jan-06	5.56	15	2	13
Westwood Parkway 11	Oct-05	6.93	27	1	26
Sommersby	Sep-05	7.7	9	3	6
West Prairie Point	Jun-05	60.94	200	63	137
Westwood Parkway 10	Jul-05	11.84	33	3	30
Kilbernie Woods	Mar-05	11.18	26	13	13
Fairways 5	Jun-05	51.36	60	3	57
Waters Edge 4	May-05	35.2	156	1	155
Mueller Gardens	May-05	2.52	7	0	7
Waters Edge 3	Mar-05	2.49	20	14	6
Waters Edge 2	Mar-05	6.14	25	21	4
Fairways 4	Mar-05	11.18	60	13	47
Quarry Woods 2	Jan-05	36.12	71	5	66
Liberty Glen 2	Dec-04	16.82	119	38	81
Coyote Creek	Dec-04	21.13	31	4	27
Boulder Ridge Est	Sep-04	26.96	112	112	0
Westwood Parkway 9	Sep-04	9.7	29	26	3
Rolling Ridge Est 4	Aug-04	6.92	10	2	8
Kensington Gardens 7	Jul-04	2.79	10	10	0
Kensington Patio Homes 2	Jul-04	5.96	9	7	2
Mill River Estates	Jul-04	8.83	12	8	4
Quarry Woods	Jul-04	14.25	13	6	7
Sterling Heights 8	Jul-04	9.81	20	6	14
Waters Edge at Donovan Lake	Jun-04	33	120	21	99
Sterling Heights 7	Jun-04	2.82	6	2	4
Rolling Ridge Estates 3	Mar-04	16.9	32	5	27
Westwood Parkway 8	Mar-04	9.8	23	10	13
Sauk River Estates	Dec-03	18.4	30	0	30
Deer Creek Crossing 5	May-03	12.9	21	17	4
Quail Meadows 4	May-03	6.9	18	16	2
Westwood Parkway 7	May-03	8.1	35	33	2
Westwood Parkway 5	Apr-03	10.6	30	13	17
Kensington Gardens 4	Jan-03	3.4	7	1	6
Kensington Gardens 5	Jan-03	5.4	24	13	11

** Approximate Number of Lots Remaining 12/31/2007

City of St. Cloud

New Construction - Commercial/Industrial Major Projects

2007 Commercial/Industrial New Construction (Year Project Commenced)
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Parcel #	Business Name	Area of Structure	Assessor's Est. of Value**	Detail
82.44638.410	Dietman Mortgage	5,745	\$430,000	Office Building
82.46411.026	Crossroads Center	5,178	\$518,000	Retail/Restaurant
82.46456.200	Regency Center	45,406	\$1,800,000	Restaurant Remodel
82.46456.302	Schlenner Wenner & Co.	28,768	\$2,600,000	Office Building
82.46617.000	Tri-County Abstract	6,932	\$620,000	Office Building
82.48897.000	Northern Square	11,907	\$900,000	Office/Retail Center
82.50617.242	Fed Ex Ground	50,888	\$2,000,000	Distribution Center
82.51256.234	Spanier Bus Company	18,224	\$308,000	Warehouse
82.52879.010	Sherburne State Bank	6,798	\$838,000	Bank/Office Building
82.52885.075	ING Bank	75,735	\$9,000,000	Bank/Office Building

** Estimate of Valuation @ Project Completion Building Value Only

City of St. Cloud

Apartments New Construction/Units Added

2007 Apartment New Construction				
(Year Project Commenced)				

Parcel #	Apartment Name	Area of Structure	# of Units	Assessors Est. of Value**
17.00089.00	Easthaven House	10,878	11	\$385,000
82.47187.481	Grand River Estates	73,150	61	\$3,200,000
82.47187.483	Grand River Estates	66,614	55	\$2,800,000
82.47690.302	Kensington	162,416	136	\$7,400,000
82.49955.951	Hope on 9th	30,977	31	\$1,200,000

**Estimate of Valuation @ Project Completion : Building Value Only

Apartment Units Constructed				
------------------------------------	--	--	--	--

Year	Apartment Type			Total Units
	General Market	Student	HRA In-Lieu	
2007	294	0	0	294
2006	0	0	61	61
2005	33	0	0	33
2004	0	0	32	32
2003	290	0	32	322
2002	768	0	64	832
2001	44	22	0	66
2000	43	0	12	55
1999	40	0	24	64
1998	0	0	0	0
1997	79	0	0	79
1996	107	0	0	107

City of St. Cloud

Apartments Summary

Updated April 2008 (2007 Valuation)

General Market Apartments																						
County	Parcels	Buildings	Units	w Average EMV per Unit																		
Stearns	199	276	5,615	\$42,500																		
Benton	70	97	1,714	\$39,900																		
Sherburne	43	49	1,109	\$47,100																		
Total	312	422	8,438**	\$42,600																		
** Includes 108 Units Converted from Co-op Housing to Apartments																						
Class 4d Program (Rent & Income Restricted Units) reinstated for 2006																						
<table border="1"> <thead> <tr> <th colspan="3">Class 4d Qualifying Units</th> </tr> <tr> <th>Year Payable</th> <th>Parcels</th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>2008</td> <td>26</td> <td>954</td> </tr> <tr> <td>2007</td> <td>26</td> <td>954</td> </tr> <tr> <td>2006</td> <td>26</td> <td>954</td> </tr> <tr> <td>2005</td> <td>na</td> <td>na</td> </tr> </tbody> </table>					Class 4d Qualifying Units			Year Payable	Parcels	Units	2008	26	954	2007	26	954	2006	26	954	2005	na	na
Class 4d Qualifying Units																						
Year Payable	Parcels	Units																				
2008	26	954																				
2007	26	954																				
2006	26	954																				
2005	na	na																				

Student Oriented Apartments				
County	Parcels	Buildings	Units	w Average EMV per Unit
Stearns	103	109	1,028	\$51,800
Benton	0	0	0	n/a
Sherburne	9	9	164	\$58,000
Total	112	118	1,192	\$52,700

HRA In-Lieu of Tax Apartments				
County	Parcels	Buildings	Units	w Average EMV per Unit
Stearns	14	26	512	\$45,000
Benton	3	3	229	\$26,300
Sherburne	0	0	0	N/A
Total	17	29	741	\$39,000

City of St. Cloud, Minnesota

Building Permits Issued

Year	Residential		Multiple Dwellings		*Commercial, Educational and Signs		Residential Repairs and Garages		Totals	
	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value
1996	120	\$12,897,870	7	6,775,500	428	\$21,463,468	951	\$4,898,694	1,506	\$46,035,532
1997	145	16,092,800	4	3,215,000	516	43,028,045	1,052	5,422,274	1,717	67,758,119
1998	174	19,779,000	1	2,265,000	473	93,177,559	1,130	6,160,667	1,778	121,382,226
1999	207	23,978,050	6	2,873,000	310	43,843,288	1,138	6,205,471	1,661	76,899,809
2000	214	29,007,000	4	2,295,000	440	107,566,545	1,251	7,750,262	1,909	146,618,807
2001	322	39,077,000	11	10,063,800	346	57,055,635	1,487	9,234,384	2,166	115,430,819
2002	370	44,405,000	22	52,730,000	359	48,005,912	1,494	10,506,830	2,245	155,647,742
2003	337	43,546,000	20	11,183,000	391	58,982,779	1,743	12,299,900	2,491	126,011,679
2004	295	41,439,600	30	6,789,090	465	51,239,496	1,595	11,668,386	2,385	111,136,572
2005	309	41,121,800	62	5,716,500	376	86,596,872	1,598	11,097,937	2,345	144,533,109
2006	207	29,115,442	4	3,851,591	483	75,862,993	1,355	11,030,249	2,049	119,860,275
2007	119	15,212,162	7	10,410,000	510	150,440,049	1,324	10,944,292	1,960	187,006,503

*Includes fire extinguishing system permits beginning in 2003

Source: City Building Inspection Department

**MOBILE HOME ASSESSMENT
Payable 2007**

In 2007 there were 317 mobile homes located in three parks within the City of St. Cloud; Cloverleaf Park, Riverview Park, and Sherwood Manor.

Mobile homes are assessed as personal property, the property taxes are due in the year in which they are assessed; therefore, these values are not part of the value used for computing tax capacities.

City Wide Mobile Home Values

Year	No. of Homes	Market Value	Tax Capacity
1997	332	\$2,094,800	\$23,525
1998	335	\$2,291,200	\$24,209
1999	329	\$2,380,000	\$24,247
2000	334	\$2,614,700	\$27,139
2001	335	\$2,702,400	\$27,459
2002	333	\$2,797,600	\$27,965
2003	329	\$2,732,500	\$27,325
2004	323	\$2,623,400	\$26,223
2005	326	\$2,683,700	\$26,837
2006	317	\$2,628,300	\$26,283
2007	317	\$2,556,500	\$25,565

2007 Mobile Home Assessment

County	EMV	Tax Capacity	Hmstd Tax Capacity	Non-Hmstd Tax Capacity	No. of Parcels
Benton	\$2,068,200	\$20,682	\$16,680	\$4,002	242
Stearns	\$449,800	\$4,498	\$2,659	\$1,839	66
Sherburne	\$38,500	\$385	\$185	\$200	9
Totals	\$2,556,500	\$25,565	\$19,524	\$6,041	317

Year	Estimated Market Value	Assessed Value/Tax Capacity
2006	\$2,628,300	\$26,283
2007	\$2,556,500	\$25,565
Difference	Decrease \$71,800	Decrease \$718

Summary: 2004 Tax Exempt Property

Property Owner	# Parcels	Land Acres	Bldgs Gross SqFt	2004 Valuation		
				Land	Bldg	Total
City of St Cloud	284	3,006	1,456,394	\$53,358,900	\$95,918,000	\$149,276,900
State Cloud State University	104	213	2,822,203	\$18,043,000	\$138,906,000	\$156,949,000
School District 742	48	356	1,637,922	\$14,398,000	\$54,128,000	\$68,526,000
St Cloud Hospital	36	88	1,263,873	\$9,360,000	\$90,588,000	\$99,948,000
All Other Exempt Property	291	2,035	4,310,862	\$61,104,100	\$174,513,000	\$235,617,100
City Totals	763	5,698	11,491,254	\$156,264,000	\$554,053,000	\$710,317,000

Pay 2008 Property Tax Comparison

Stearns County						Residential Homestead Net Tax Bill
Residential Homestead						
Pay 2008 EMV	Tax Capacity	Property Tax 102.201%	Referendum MV Tax	Gross Tax Bill	Homestead MV Credit	
\$100,000	\$1,000	\$1,022	\$115	\$1,137	\$282	\$855
\$150,000	\$1,500	\$1,533	\$173	\$1,706	\$237	\$1,469
\$200,000	\$2,000	\$2,044	\$230	\$2,274	\$192	\$2,082
\$250,000	\$2,500	\$2,555	\$287	\$2,842	\$147	\$2,695
\$300,000	\$3,000	\$3,066	\$344	\$3,410	\$102	\$3,308
\$400,000	\$4,000	\$4,088	\$460	\$4,548	\$12	\$4,536
\$500,000	\$5,000	\$5,110	\$575	\$5,685	\$0	\$5,685

Benton County						Residential Homestead Net Tax Bill
Residential Homestead						
Pay 2008 EMV	Tax Capacity	Property Tax 119.214%	Referendum MV Tax	Gross Tax Bill	Homestead MV Credit	
\$100,000	\$1,000	\$1,192	\$115	\$1,307	\$282	\$1,025
\$150,000	\$1,500	\$1,788	\$173	\$1,961	\$237	\$1,724
\$200,000	\$2,000	\$2,384	\$230	\$2,614	\$192	\$2,422
\$250,000	\$2,500	\$2,980	\$287	\$3,267	\$147	\$3,120
\$300,000	\$3,000	\$3,576	\$344	\$3,920	\$102	\$3,818
\$400,000	\$4,000	\$4,769	\$460	\$5,229	\$12	\$5,217
\$500,000	\$5,000	\$5,961	\$575	\$6,536	\$0	\$6,536

Sherburne County						Residential Homestead Net Tax Bill
Residential Homestead						
Pay 2008 EMV	Tax Capacity	Property Tax 96.352%	Referendum MV Tax	Gross Tax Bill	Homestead MV Credit	
\$100,000	\$1,000	\$964	\$115	\$1,079	\$282	\$797
\$150,000	\$1,500	\$1,445	\$173	\$1,618	\$237	\$1,381
\$200,000	\$2,000	\$1,927	\$230	\$2,157	\$192	\$1,965
\$250,000	\$2,500	\$2,409	\$287	\$2,696	\$147	\$2,549
\$300,000	\$3,000	\$2,891	\$344	\$3,235	\$102	\$3,133
\$400,000	\$4,000	\$3,854	\$460	\$4,314	\$12	\$4,302
\$500,000	\$5,000	\$4,818	\$575	\$5,393	\$0	\$5,393

SAMPLE TAX CALCULATION

Residential Homestead Pay 2008

Estimated Market Value	\$150,000	\$250,000
Tax Capacity	\$1,500	\$2,500
Tax Capacity Tax Extension Rates:		
Stearns County	47.477	47.477
City of St. Cloud	41.051	41.051
School Dist #742	11.184	11.184
HRA & MTC	<u>2.489</u>	<u>2.489</u>
Total Rate	102.201	102.201
Tax Dollars Allocated to Taxing Districts:		
Stearns County	\$712	\$1,187
City of St. Cloud	\$616	\$1,026
School Dist #742	\$168	\$280
HRA & MTC	\$37	\$62
Plus EMV x 0.11489%	<u>\$172</u>	<u>\$287</u>
Gross Tax	\$1,705	\$2,842
*Less Homestead MV Credit	<u>(\$237)</u>	<u>(\$147)</u>
Total Net Tax	\$1,468	\$2,695

*Residential Homestead Market Value Credit = .40% of TMV. Maximum credit \$304 (.004 x \$76,000)

Watershed not included

SAMPLE APARTMENT PROPERTY TAX COMPARISON

Pay 2007 Class Rate 1.25%
 Pay 2008 Class Rate 1.25%

Stearns County				
*Pay 2007 Tax Capacity Extension Rate		103.566%		
*Pay 2008 Tax Capacity Extension Rate		102.201%		
EMV/Unit	2007 Tax/Unit	2008 Tax/Unit	\$ Change	% Change
\$40,000	\$564	\$557	-\$7	-1.3%
\$70,000	\$986	\$974	-\$12	-1.2%

Benton County				
*Pay 2007 Tax Capacity Extension Rate		122.198%		
*Pay 2008 Tax Capacity Extension Rate		119.214%		
EMV/Unit	2007 Tax/Unit	2008 Tax/Unit	\$ Change	% Change
\$40,000	\$657	\$642	-\$15	-2.3%
\$70,000	\$1,149	\$1,123	-\$26	-2.3%

Sherburne County				
*Pay 2007 Tax Capacity Extension Rate		98.449%		
*Pay 2008 Tax Capacity Extension Rate		96.352%		
EMV/Unit	2007 Tax/Unit	2008 Tax/Unit	\$ Change	% Change
\$40,000	\$538	\$528	-\$10	-1.9%
\$70,000	\$941	\$923	-\$18	-2.0%

*Includes School District 742 & City Referendum Tax on Taxable Market Value
 2008 = .11489%
 2007 = .11391%

SAMPLE COMMERCIAL/INDUSTRIAL PROPERTY TAX COMPARISON

Class rates on Preferred Commercial/Industrial Property

Pay 2007: First \$150,000 @ 1.50%
Balance @ 2.00%

Pay 2008: First \$150,000 @ 1.50%
Balance @ 2.00%

Stearns County				
*Pay 2007 Tax Capacity Extension Rate		103.566%		
*Pay 2008 Tax Capacity Extension Rate		102.201%		
EMV	2007 Tax	2008 Tax	\$ Change	% Change
\$100,000	\$2,387	\$2,338	-\$49	-2.1%
\$1,000,000	\$30,321	\$29,678	-\$643	-2.2%

Benton County				
*Pay 2007 Tax Capacity Extension Rate		122.198%		
*Pay 2008 Tax Capacity Extension Rate		119.214%		
EMV	2007 Tax	2008 Tax	\$ Change	% Change
\$100,000	\$2,667	\$2,593	-\$74	-2.9%
\$1,000,000	\$33,908	\$32,953	-\$955	-2.9%

Sherburne County				
*Pay 2007 Tax Capacity Extension Rate		98.449%		
*Pay 2008 Tax Capacity Extension Rate		96.352%		
EMV	2006 Tax	2007 Tax	\$ Change	% Change
\$100,000	\$2,311	\$2,282	-\$29	-1.3%
\$1,000,000	\$29,336	\$28,955	-\$381	-1.3%

*Includes School District 742 & City Referendum Tax on Taxable Market Value

2008 = .11489%

State Tax Rate = 45.949%

2007 = .11391%

State Tax Rate = 48.032%

**CITY OF ST. CLOUD
SCHEDULE OF FIFTEEN LARGEST EMPLOYERS
January, 2008**

<u>Rank</u>	<u>Employer</u>	<u>Type of Business</u>	<u>2008</u>	<u>2007</u>
1	Centra Care Health Systems/ St. Cloud Hospital	St. Cloud Hospital, St. Benedict Center, Centra Care Clinics	3878	3715
2	State of Minnesota	SCSU, St. Cloud Technical College, Correction Facility, Dept. of Transportation, Public Safety, Work Force Center, Dept. of Revenue	2182	2132
3	Electrolux Home Products	Freezer Manufacturing	1437	1285
4	Veterans Administration	Medical Center	974	899
5	School District #742	Education	874	917
6	Stearns County	County Government	698	670
7	Wolters Kluwer Financial Services (Bankers Systems)	Financial Service Supplies	617	623
8	New Flyer USA, Inc.	Bus Manufacturing	580	540
9	Fingerhut Direct Marketing, Inc.	Direct Marketing	530	410
10	Woodcraft Industries	Cabinet Manufacturing	520	498
11	Antioch Company/Creative Memories	Photo Album Manufacturing	480	483
12	City of St. Cloud	City Government	465	454
13	Merrill Corporation	Printing	457	412
14	Nahan Printing	Printing	402	613
15	Coborns	Grocery/Convenience Stores	391	360

Notes:

Figures reflect only full-time employees reported of as of January 2008.
Several businesses have a significant part-time staff.

CITY OF ST. CLOUD
SCHEDULE OF FIFTEEN LARGEST TAXPAYERS
2007 ASSESSMENT, TAXES PAYABLE 2008

Rank	Business Owner	Business Type	Estimated Market Value	Pay 2008 Tax Capacity Value	2008 Taxes Payable	% Taxes Payable to Total Tax
1	Growth Properties (St. Cloud parcels)	Shopping Center	\$66,300,000	\$1,325,250	\$2,046,912	3.315%
2	Xcel Energy	Electric/Gas Utility	\$42,802,700	\$850,997	\$1,350,022	2.187%
3	IRET Properties	Apartments/Offices	\$32,028,000	\$562,464	\$820,009	1.328%
4	St. Cloud Hospital/Centra Care Clinic/St. Benedict Center/Benet Place	Hospital, Clinic & Apartments	\$25,390,000	\$493,247	\$658,828	1.067%
5	Welch Fingerhut MN LLC (formerly Fingerhut Corp)	Distribution Center	\$16,809,000	\$335,430	\$518,116	0.839%
6	Levimo LLC (Antioch/Creative Memories)	Manufacturing	\$15,469,000	\$307,880	\$473,897	0.768%
7	Target/HRA-Target (St. Cloud parcels)	Retail	\$13,417,000	\$266,840	\$428,244	0.694%
8	St. Cloud Rainbow Village LLC	Retail Center	\$12,580,000	\$250,850	\$386,088	0.625%
9	Wal-Mart & Sams Real Estate	Retail	\$12,306,000	\$244,620	\$377,906	0.612%
10	Minnesota Logistics	Trucking & Warehousing	\$11,711,000	\$229,720	\$355,066	0.575%
11	Gorham Housing/Intrepid Holdings	Apartments	\$34,050,200	\$320,754	\$348,087	0.564%
12	OLP St. Cloud LLP (New Flyer)	Bus Manufacturing	\$11,304,000	\$225,330	\$346,814	0.562%
13	Gateway Jackson Inc	Retail Center	\$11,229,000	\$223,080	\$344,638	0.558%
14	First Holiday	Hotels	\$10,774,000	\$213,980	\$330,234	0.535%
15	Shopko Stores Inc.	Retail	\$10,205,000	\$202,600	\$328,546	0.532%
	All Other City Properties		\$3,732,639,800	\$43,925,638	\$52,627,657	85.239%
	TOTAL CITY		\$4,059,014,700	\$49,978,680	\$61,741,064	100.000%

TAX COURT PETITION SUMMARY

Year	Petitions	Petitions	Petitions	Petitions	Total Value of
Payable	Filed	Dismissed	Stipulated	Pending	Reductions
					Through Stipulations
1985	7	2	5		\$848,200
1986	59	32	27		\$1,998,600
1987	12	7	5		\$957,600
1988	7	3	4		\$159,000
1989	43	24	19		\$837,500
1990	45	39	6		\$471,100
1991	26	16	10		\$2,000,000
1992	32	13	19		\$3,535,000
1993	43	9	34		\$9,271,000
1994	37	7	30		\$5,038,900
1995	22	8	15		\$3,538,000
1996	13	6	7		\$2,485,100
1997	10	5	5		\$810,500
1998	7	6	1		\$58,000
1999	5	4	1		\$14,900
2000	2	1	1		\$306,000
2001	2	1	1		\$114,000
2002	6	3	3		\$1,183,000
2003	13	6	7		\$2,830,300
2004	15	9	6		\$3,083,000
2005	13	8	5		\$2,153,800
2006	15	4	6	5	n/a
2007	11	1	2	8	n/a

CLASS RATE PERCENTAGES OF REAL PROPERTY BY PROPERTY TYPE
Taxes Payable 2005, 2006, 2007 and 2008

Property Tax Class	Pay 2005 Rate	Pay 2006 Rate	Pay 2007 Rate	Pay 2008 Rate	Eligible for Market Value Credits?	Subject to Education Referendum Levies?	Subject to State General Tax?
Residential Homestead (1a & 1d)							
Up to \$76,000	1.00%	1.00%	1.00%	1.00%	Yes	Yes	No
\$76,001 - \$500,000	1.00%	1.00%	1.00%	1.00%			
Over \$500,000	1.25%	1.25%	1.25%	1.25%			
Disabled homestead up to \$32,000 (1b)	0.45%	0.45%	0.45%	0.45%			
Residential Non-Homestead							
Single unit (4bb):					No	Yes	No
Up to \$76,000	1.00%	1.00%	1.00%	1.00%			
\$76,001 - \$500,000	1.00%	1.00%	1.00%	1.00%			
Over \$500,000	1.25%	1.25%	1.25%	1.25%			
2-3 units and undeveloped land (4b)	1.25%	1.25%	1.25%	1.25%			
Apartments							
Regular 4+ units (4a)	1.25%	1.25%	1.25%	1.25%	No	Yes	No
Low-income 4+ units (4d)	N/A	0.75%	0.75%	0.75%			
Small city 4+ units (4a)	N/A	N/A	N/A	N/A			
Commercial-Industrial-Public Utility (3a)							
Up to \$150,000	1.50%	1.50%	1.50%	1.50%	No	Yes	Yes ¹
Over \$150,000	2.00%	2.00%	2.00%	2.00%			No
Electric generation machinery	2.00%	2.00%	2.00%	2.00%			Yes
Other public utility machinery	2.00%	2.00%	2.00%	2.00%			Yes
Post Secondary Student Housing (4c(4))	1.00%	1.00%	1.00%	1.00%	No	No	No
Agricultural homestead (2a)							
House, garage and one acre					Yes	Yes	No
Up to \$76,000	1.00%	1.00%	1.00%	1.00%			
\$76,001 - \$500,000	1.00%	1.00%	1.00%	1.00%			
Over \$500,000	1.25%	1.25%	1.25%	1.25%			
Land and Buildings					Yes	No	No
Up to \$115,000	0.55%	0.55%	0.55%	0.55%			
\$115,001 - \$600,000	0.55%	0.55%	0.55%	0.55%			
Over \$600,000	1.00%	1.00%	1.00%	1.00%			
Ag Non-Homestead and Timberland (2b)	1.00%	1.00%	1.00%	1.00%	No	No	No
Miscellaneous Property (5)	2.00%	2.00%	2.00%	2.00%		Yes	Only iron ore

¹Property at the Minneapolis-St. Paul International Airport and the St. Paul Airport is Excluded

PROPERTY CLASSIFICATION PERCENTAGE HISTORY

Year Payable	Residential Homestead	Apartments	Commercial/Industrial
1990	1st Tier 1%; 2nd Tier 2%; 3rd Tier 3%	3.60%	1st Tier; 3.3%; 2nd Tier 5.06%
1991	1st Tier 1%; 2nd Tier 2%; 3rd Tier 3%	3.60%	1st Tier; 3.2%; 2nd Tier 4.95%
1992	1st Tier 1%; 2nd Tier 2%; 3rd Tier 2.5%	3.50%	1st Tier; 3.1%; 2nd Tier 4.75%
1993	1st Tier 1%; 2nd Tier 2%	3.40%	1st Tier 3%; 2nd Tier 4.7%
1994	1st Tier 1%; 2nd Tier 2%	3.40%	1st Tier 3%; 2nd Tier 4.6%
1995	1st Tier 1%; 2nd Tier 2%	3.40%	1st Tier 3%; 2nd Tier 4.6%
1996	1st Tier 1%; 2nd Tier 2%	3.40%	1st Tier 3%; 2nd Tier 4.6%
1997	1st Tier 1%; 2nd Tier 2%	3.40%	1st Tier 3%; 2nd Tier 4.6%
1998	1st Tier 1%; 2nd Tier 1.85%	2.90%	1st Tier 2.7%; 2nd Tier 4.0%
1999	1st Tier 1%; 2nd Tier 1.7%	2.50%	1st Tier 2.45%; 2nd Tier 3.5%
2000	1st Tier 1%; 2nd Tier 1.65%	2.40%	1st Tier 2.4%; 2nd Tier 3.4%
2001	1st Tier 1%; 2nd Tier 1.65%	2.40%	1st Tier 2.4%; 2nd Tier 3.4%
2002	1st \$500,000 @ 1%; > \$500,000 @ 1.25%	1.80%	1st \$150,000 @ 1.5%; > \$150,000 @ 2.0%
2003	1st \$500,000 @ 1%; > \$500,000 @ 1.25%	1.50%	1st \$150,000 @ 1.5%; > \$150,000 @ 2.0%
2004	1st \$500,000 @ 1%; > \$500,000 @ 1.25%	1.25%	1st \$150,000 @ 1.5%; > \$150,000 @ 2.0%
2005	1st \$500,000 @ 1%; > \$500,000 @ 1.25%	1.25%	1st \$150,000 @ 1.5%; > \$150,000 @ 2.0%
2006	1st \$500,000 @ 1%; > \$500,000 @ 1.25%	1.25%	1st \$150,000 @ 1.5%; > \$150,000 @ 2.0%
2007	1st \$500,000 @ 1%; > \$500,000 @ 1.25%	1.25%	1st \$150,000 @ 1.5%; > \$150,000 @ 2.0%
2008	1st \$500,000 @ 1%; > \$500,000 @ 1.25%	1.25%	1st \$150,000 @ 1.5%; > \$150,000 @ 2.0%

JURISDICTION	FISC DISP%	S.D. DIST	CODE	LOCAL TAX CAPACITY RATES				MARKET VALUE REF RATES				CREDIT RATES	
				COUNTY	TWP/CTY	SCHOOL	ALL OTHER	TWP/CTY	COUNTY	SCHOOL	TOTAL	ED HSTD	Ed Ag-HS Ed Ag-NHS
ALBANY TWP 738	0738	0103		47.5160	37.1920	31.8720	.4620	117.0420	.12378	.12378	.12378		
JOBZ Selected Rates ---->				3.2200	24.7520			27.9720					
ALBANY TWP 740	0740	0104		47.4190	37.1920	21.5720	1.0420	107.2250	.15258	.15258	.15258		
JOBZ Selected Rates ---->				3.2130	14.2320			17.4450					
ALBANY TWP 745	0745	0106		47.5160	37.1920	23.0370	.4620	108.2070	.10076	.10076	.10076		
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820					
ALBANY TWP 745	0745	0107		47.5160	37.1920	23.0370	1.0420	108.7870	.10076	.10076	.10076		
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820					
ALBANY TWP 745	0745	0108		47.5160	37.1920	23.0370	.4620	108.2070	.10076	.10076	.10076		
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820					
ASHLEY 743	0743	0202		47.5160	14.2170	18.7430	1.0420	81.5180	.14465	.14465	.14465		
JOBZ Selected Rates ---->				3.2200	14.7790			17.9990					
AVON TWP 738	0738	0302		47.5160	19.0000	31.8720	.4620	98.8500	.12378	.12378	.12378		
JOBZ Selected Rates ---->				3.2200	24.7520			27.9720					
AVON TWP 738	0738	0303		47.5160	19.0000	31.8720	.4620	98.8500	.12378	.12378	.12378		
JOBZ Selected Rates ---->				3.2200	24.7520			27.9720					
AVON TWP 742	0742	0304		47.5160	19.0000	11.2370	.4620	78.2150	.03775	.03775	.03775		
JOBZ Selected Rates ---->				3.2200	4.1870			7.4070					
AVON TWP 745	0745	0306		47.5160	19.0000	23.0370	.4620	90.0150	.10076	.10076	.10076		
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820					
AVON TWP 745	0745	0307		47.5160	19.0000	23.0370	.4620	90.0150	.10076	.10076	.10076		
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820					
BROCKWAY 485	0485	0401		47.5160	20.0810	33.6160	.4620	101.6750	.04740	.04740	.04740		
JOBZ Selected Rates ---->				3.2200	23.8780			27.0980					
BROCKWAY 738	0738	0403		47.5160	20.0810	31.8720	.4620	99.9310	.12378	.12378	.12378		
JOBZ Selected Rates ---->				3.2200	24.7520			27.9720					
BROCKWAY 748	0748	0405		47.5160	20.0810	34.5570	.4620	102.6160	.08070	.08070	.08070		
JOBZ Selected Rates ---->				3.2200	28.2020			31.4220					
COLLEGEVILLE 742	0742	0502		47.5160	14.7540	11.2370	.4620	73.9690	.03775	.03775	.03775		
JOBZ Selected Rates ---->				3.2200	4.1870			7.4070					
COLLEGEVILLE 745	0745	0503		47.5160	14.7540	23.0370	.4620	85.7690	.10076	.10076	.10076		
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820					
COLLEGEVILLE 745	0745	0504		47.5160	14.7540	23.0370	1.0420	86.3490	.10076	.10076	.10076		
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820					
COLLEGEVILLE 750	0750	0506		47.5160	14.7540	16.4090	.4620	79.1410	.11388	.11388	.11388		
JOBZ Selected Rates ---->				3.2200	10.8400			14.0600					
COLLEGEVILLE 750	0750	0507		47.5160	14.7540	16.4090	1.0420	79.7210	.11388	.11388	.11388		
JOBZ Selected Rates ---->				3.2200	10.8400			14.0600					
CROW LAKE 2364	2364	0602		47.5160	15.2750	25.2580	.4620	88.5110	.20501	.20501	.20501		
JOBZ Selected Rates ---->				3.2200	20.2090			23.4290					

JURISDICTION	FISC DIS%	S.D. DIST	CODE	LOCAL TAX CAPACITY RATES				MARKET VALUE REF RATES				CREDIT RATES		
				COUNTY	TWP/CITY	SCHOOL	ALL OTHER	TOTAL	COUNTY	TWP/CITY	SCHOOL	TOTAL	ED HSTD	ED AG-HS
CROW LAKE 2364		2364	0603	47.5160	15.2750	25.2580	2.3640	90.4130	.20501	.20501	.20501			
JOBZ Selected Rates ---->				3.2200	20.2090			23.4290						
CROW LAKE 2364		2364	0607	47.5160	15.2750	25.2580	4.0860	92.1350	.20501	.20501	.20501			
JOBZ Selected Rates ---->				3.2200	20.2090			23.4290						
CROW RIVER 2364		2364	0702	47.5160	24.7310	25.2580	.4620	97.9670	.20501	.20501	.20501			
JOBZ Selected Rates ---->				3.2200	20.2090			23.4290						
CROW RIVER 2364		2364	0703	47.5160	24.7310	25.2580	2.3640	99.8690	.20501	.20501	.20501			
JOBZ Selected Rates ---->				3.2200	20.2090			23.4290						
CROW RIVER 2364		2364	0704	47.5160	24.7310	25.2580	4.0860	101.5910	.20501	.20501	.20501			
JOBZ Selected Rates ---->				3.2200	20.2090			23.4290						
EDEN LAKE 463		0463	0802	47.3950	20.7310	21.9020	.4620	90.4900	.10936	.10936	.10936			
JOBZ Selected Rates ---->				3.2120	14.9580			18.1700						
EDEN LAKE 463		0463	0804	47.5160	20.7310	22.0040	4.0860	94.3370	.10936	.10936	.10936			
JOBZ Selected Rates ---->				3.2200	15.0280			18.2480						
EDEN LAKE 463		0463	0805	47.5160	20.7310	22.0040	1.0420	91.2930	.10936	.10936	.10936			
JOBZ Selected Rates ---->				3.2200	15.0280			18.2480						
EDEN LAKE 741		0741	0809	47.5080	20.7310	21.2880	4.0860	93.6130	.10302	.10302	.10302			
JOBZ Selected Rates ---->				3.2190	13.8490			17.0680						
EDEN LAKE 741		0741	0810	47.5160	20.7310	21.2880	1.0420	90.5770	.10302	.10302	.10302			
JOBZ Selected Rates ---->				3.2200	13.8490			17.0680						
EDEN LAKE 750		0750	0812	47.5160	20.7310	16.4090	1.0420	85.6980	.11388	.11388	.11388			
JOBZ Selected Rates ---->				3.2200	10.8400			14.0600						
FAIR HAVEN 739		0739	0903	47.5160	19.5200	29.4060	.4620	96.9040	.07614	.07614	.07614			
JOBZ Selected Rates ---->				3.2200	23.6480			26.8680						
FAIR HAVEN 739		0739	0906	47.5160	19.5200	29.4060	2.3710	98.8130	.07614	.07614	.07614			
JOBZ Selected Rates ---->				3.2200	23.6480			26.8680						
FAIR HAVEN 742		0742	0907	47.5160	19.5200	11.2370	.4620	78.7350	.03775	.03775	.03775			
JOBZ Selected Rates ---->				3.2200	4.1870			7.4070						
FAIR HAVEN 876		0876	0914	47.5160	19.5200	11.4660	2.3710	80.8730	.15260	.15260	.15260			
JOBZ Selected Rates ---->				3.2200	5.9450			9.1650						
FARMING 741		0741	1001	47.5160	26.2790	21.2880	1.0420	96.1250	.10302	.10302	.10302			
JOBZ Selected Rates ---->				3.2200	13.8490			17.0680						
FARMING 745		0745	1003	47.5160	26.2790	23.0370	.4620	97.2940	.10076	.10076	.10076			
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820						
FARMING 745		0745	1004	47.5160	26.2790	23.0370	1.0420	97.8740	.10076	.10076	.10076			
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820						
FARMING 745		0745	1005	47.5160	26.2790	23.0370	.4620	97.2940	.10076	.10076	.10076			
JOBZ Selected Rates ---->				3.2200	17.7620			20.9820						
FARMING 750		0750	1006	47.5160	26.2790	16.4090	.4620	90.6660	.11388	.11388	.11388			
JOBZ Selected Rates ---->				3.2200	10.8400			14.0600						

JURISDICTION	FISC DISP%	S.D. DIST CODE	LOCAL TAX CAPACITY RATES				MARKET VALUE REF RATES				CREDIT RATES	
			COUNTY	TWP/CTY	SCHOOL	ALL OTHER	TOTAL	COUNTY	TWP/CTY	SCHOOL	TOTAL	ED HSTD
WAKEFIELD 750 JOBZ Selected Rates ---->	0750	3604	47.5160 3.2200	13.2640 .7820	16.4090 10.8400	.4620	77.6510 14.8420	.11388	.11388	.11388		
WAKEFIELD 750 JOBZ Selected Rates ---->	0750	3605	47.5160 3.2200	13.2640 .7820	16.4090 10.8400	1.0420	78.2310 14.8420	.11388	.11388	.11388		
ZION 741 JOBZ Selected Rates ---->	0741	3702	47.5160 3.2200	45.1480	21.2880 13.8490	.4620	114.4140 17.0690	.10302	.10302	.10302		
ZION 741 JOBZ Selected Rates ---->	0741	3704	47.5160 3.2200	45.1480	21.2880 13.8490	4.0860	118.0380 17.0690	.10302	.10302	.10302		
ZION 741 JOBZ Selected Rates ---->	0741	3705	47.5160 3.2200	45.1480	21.2880 13.8490	1.0420	114.9940 17.0690	.10302	.10302	.10302		
ALBANY CITY 745 JOBZ Selected Rates ---->	0745	4005	47.4640 3.2160	38.9150 11.9930	22.9720 17.7120	.4620	109.8130 32.8610	.10076	.10076	.10076		
AVON CITY 745 JOBZ Selected Rates ---->	0745	4202	47.3970 3.2120	61.7340 6.1230	22.8860 17.6460	.4620	132.4790 26.9810	.10076	.10076	.10076		
AVON CITY ANNEX 745 JOBZ Selected Rates ---->	0745	4203	47.5160 3.2200	24.6940	23.0370 17.7620	.4620	95.7090 23.4310	.10076	.10076	.10076		
BELGRADE 2364 JOBZ Selected Rates ---->	2364	4402	47.2310 3.2010	84.7730 26.9040	24.8990 19.9220	2.3640	159.2670 50.0270	.20501	.20501	.20501		
BROOKEN 2364 JOBZ Selected Rates ---->	2364	4603	47.0610 3.1890	48.2520 2.5990	24.7520 19.8050	7.2180	127.2830 25.5930	.20501	.20501	.20501		
CLEARWATER CITY 0742 JOBZ Selected Rates ---->	0742	4701	47.5160 3.2200	11.2370 4.1870		2.8780	61.6310 7.4070	.03775	.03775	.03775		
COLD SPRING 750 JOBZ Selected Rates ---->	0750	4802	47.3940 3.2120	26.9120 4.2370	16.2420 10.7290	1.0420	91.5900 18.1780	.11388	.11388	.11388		
EDEN VALLEY 463 JOBZ Selected Rates ---->	0463	5002	47.3770 3.2110	81.3120 9.1650	21.8250 14.9060	1.0420	151.5560 27.2820	.10936	.10936	.10936		
EDEN VALLEY X-CO JOBZ Selected Rates ---->		5099	81.3120 9.1650				81.3120 9.1650					
EUROSA 2364 JOBZ Selected Rates ---->	2364	5202	47.2240 3.2000	27.1700	24.8790 19.9060	4.0860	103.3590 23.1060	.20501	.20501	.20501		
EUROSA 2364 JOBZ Selected Rates ---->	2364	5203	47.5160 3.2200	27.1700	25.2580 20.2090	1.0420	100.9860 23.4290	.20501	.20501	.20501		
FREEMONT 740 JOBZ Selected Rates ---->	0740	5402	46.1200 3.1250	80.7320 38.9210	19.6000 12.9310	1.0420	147.4940 54.9770	.15258	.15258	.15258		
FREEMONT RURAL S 740 JOBZ Selected Rates ---->	0740	5403	45.5280 3.0850	61.0270 38.9210	18.7270 12.3550	1.0420	126.3240 54.3610	.15258	.15258	.15258		
GREENWALD 740 JOBZ Selected Rates ---->	0740	5602	47.5160 3.2200	23.4100	21.5720 14.2320	1.0420	93.5400 17.4520	.15258	.15258	.15258		
HOLDINGFORD 738 JOBZ Selected Rates ---->	0738	5803	46.4510 3.1480	69.0380	30.6010 23.7650	.4620	146.5520 26.9130	.12378	.12378	.12378		

SHERBURNE COUNTY

5-Mar-08

2008 Actual Tax Rates

County	County Spec Rail Auth	Twp	School	Special	Total Tax Rate	Market Value Rate	County	County Spec Rail Auth	City	School	Special	Total Tax Rate	Market Value Rate
001Baldwin Twp	1.161	12.977	18.412		73.225	0.08744	060 Becker City	1.161	30.552	19.244	1.015	92.647	0.18799
477 40.675					87.157	0.14685	726 40.675						
728 40.675							065 Big Lake City				Hosp		
005 Becker Twp	1.161	9.289	19.244	2.520	72.889	0.17893	727 40.644	1.161	41.605	35.614	2.520	121.544	0.03184
726 40.675					89.307	0.04177	882 40.675	1.161	41.605	25.254	2.52	111.215	0.18411
727 40.675					64.882	0.04768	070 Clear Lake City						
742 40.675					78.899	0.19404	742 40.675	1.161	27.869	11.237		80.942	0.03775
882 40.675							075 Elk River City				HRA		
010 Big Lake Twp	1.161	18.909	19.244	2.520	82.509	0.16900	728 40.675	1.161	42.494	32.344	1.251	119.501	0.16121
726 40.675					98.927	0.03184				Ec Dev			
727 40.675					95.609	0.14685	085 East St Cloud				HRA		
728 40.675					94.945	0.14685	742 40.645	1.161	41.051	11.186	1.143	96.352	0.11489
E 728 40.675					88.519	0.18411				Met Trans			
882 40.675							A742 40.675	1.161	34.209	11.237	1.143	89.591	0.03775
015 Blue Hill Twp	1.161	13.936	18.412		74.184	0.08744	090 Princeton City				1.166		
477 40.675							477 40.651	1.161	63.497	18.366		123.675	0.08744
020 Clear Lake Twp	1.161	19.423	19.244		80.503	0.16900	095 Zimmerman						
726 40.675					72.496	0.03775	728 40.626	1.161	30.206	32.258		104.251	0.14685
742 40.675							A 728 40.675	1.161	10.572	32.344		84.752	0.14685
025 Haven Twp	1.161	7.071	11.237		60.144	0.03775							
742 40.675													
030 Livonia Twp	1.161	18.404	32.344		92.584	0.14685							
728 40.675													
035 Orrock Twp	1.161	19.285	35.662		96.783	0.03184							
Z 727 40.675					96.783	0.03184							
B 727 40.675					93.465	0.14685							
Z 728 40.675					93.465	0.14685							
B 728 40.675													
040 Palmer Twp	1.161	12.563	42.424		96.823	0.07444							
51 40.675					73.643	0.16900							
726 40.675					65.636	0.03775							
742 40.675													
045 Santiago Twp	1.161	18.713	42.424		102.973	0.07444							
51 40.675					78.961	0.08744							
477 40.675					79.793	0.16900							
726 40.675													

Net Tax Capacity x Total Tax Rate = Capacity Taxes
 Tx Mkt Val - Tx Mkt Val Exc x Mkt Val Rate = Mkt Val Tax
 Capacity Taxes + Market Value Tax = Taxes Due

Hosp = Big Lake-Monticello Hospital District
 Ec Dev = Economic Development
 HRA = Housing & Redevelopment Authority
 Met Trans = Metropolitan Transit
 < = Disparity Reduction Area
 E = Elk River Fire District #1
 Z = Zimmerman Fire District
 B = Big Lake Fire Dist
 A = Annexed Property

Residential Homestead Market Value Credit
 Rate - 0.40% of Taxable Market Value
 Maximum - \$304 (.40% of 1st \$76,000)
 Phase Out - Maximum Credit is reduced by .09% of the
 Taxable Market Value over \$76,000.
 Credit equals \$-0- for Taxable Market Value of \$413,800 & over

Agricultural Homestead Market Value Credit
 Rate - 0.30% of Taxable Market Value
 Maximum - \$345 (0.30% of 1st \$115,000)
 Phase Out-Maximum Credit is reduced by .05%
 maximum reduction equals \$115,000

State Tax - 20.385% NTC Tax
 Seasonal Rec Res up to \$76,000 .40%
 Seasonal Rec over \$76,000 - \$500,000 1.00%
 Seasonal Rec over \$500,000 1.25%

State Tax - 45.949% NTC Tax
 Commercial first \$150,000 1.5%
 Commercial over \$150,000 2.00%

