BOARD OF EQUALIZATION
Tuesday, April 14, 2020 - 5:30 PM
Minot City Council Chambers – City Hall

Based on guidance from the State Department of Health and Executive Order 2020-16, the requirements that a meeting room be available to the public has been suspended. Live stream of this meeting is available at https://www.facebook.com/cityofminot

1. **ROLL CALL**

2. **REVIEW OF ANNUAL REPORT, ASSESSMENT PROCESS, AND ASSESSMENT TOTALS**

   Documents:

   2020 Annual Report.pdf

3. **APPOINT COMMITTEES**

4. **REPORTS OF COMMITTEES**

5. **ACTION BY BOARD ON COMMITTEE REPORTS**

5.1. **HALLIBURTON APPEAL**

Halliburton submitted the attached documentation. The City Assessor's Office is recommending denial of the request.

Documents:

Halliburton 2020 BOE Appeal_.pdf

5.2. **CLAY DUBOVOY APPEAL**

The City Assessor's Office is recommending denial of the request.

Documents:

1600 13th St SW-Clay Dubovoy.pdf

5.3. **2020 PROPERTY OWNER COMPLAINTS OR GRIEVANCES**

The attached list of property owners have notified the City Assessor's Office of their grievance or complaint regarding their 2020 assessment. All written appeals received by our office are to be treated as if they appeared in person to the 2020 City of Minot Board of Equalization meeting and should be included in the meeting minutes.

Documents:

2020 BOE Memo of Grievances.pdf

6. **RESOLUTION EQUALIZING 2020 ASSESSMENTS**

7. **ADJOURNMENT SINE DIE**

City of Minot
Assessor's Office

ASSESSOR'S ANNUAL REPORT

2020

Minot City Board of Equalization April 14th, 2020

City of Minot
Assessor's Office

April 6th, 2020

Honorable Mayor and Aldermen
Minot City Council
Minot, ND 58701

Honorable Minot City Council:

I am presenting the 2020 annual report of the Minot Assessor's Office to the Minot City Council which also acts as the City Board of Equalization. This report will include the total 2020 True and Full value of all taxable property in Minot that is not exempt by state law. You will also find several illustrations with additional narrative that will help to illustrate the breakdown of market value among various classes of property to include comparisons with other cities in North Dakota. There will be some various statistics and studies related to the Minot real estate market that will also be presented for your information.

According to the 2019 annual state tax department study, which is done to ensure that all assessment jurisdictions are following state statute and assessing at market value, the result indicates the city's residential assessments were actually about 5% below selling price last year. Preliminary figures from the state tax department indicate commercial property was assessed at about 94% of actual selling price. Residential and commercial assessment levels are required to be at market value with the state board of equalization usually allowing some percentage of tolerance because perfection at 100% is virtually impossible to achieve in mass appraisal. Generally, if an assessment jurisdiction does not meet a level of 90% to 100% assessment level, the state board will order an adjustment to raise or lower the aggregate totals of the assessment to market value. Based on these results, the total commercial valuation was increased about 1% and the total residential valuation was increased to 96%. There were however numerous properties that might have changed somewhat based on a neighborhood analysis, or an actual physical review of the property as the assessor's office visited about 2,700 homes on site last year.

The 2020 True and Full Value as of April 6th, 2020, is estimated to be approximately $4,519,488,000 or about a 1% increase from last year. This would compare to about a 1% increase in total valuations from the previous year.

All procedures of assessment and appraisal are conducted according to North Dakota Tax Department guidelines, the North Dakota Century Code, and generally accepted principles of mass appraisal of real property. The Assistant Assessor and 3 Senior Property Appraisers are currently certified as a Class 1 Assessor. One of the Senior Property Appraiser's holds a Certified Residential Real Property appraiser certification as licensed by the ND Appraisal Board.

Last year was a busy year for the assessor's office as approximately 2,700 properties were either estimated from the exterior or reviewed inside and outside on site.

Appraisers from the Assessor's Office spent the majority of their time reviewing residential properties delineated by Broadway to the east, 16^{th} street to the west, 20^{th} avenue to the south, and Burdick to the north:

-These are the residential neighborhoods surrounding Jim Hill middle school, Edison elementary school, and Magic City campus high school.

-Appraisal staff also reviewed a section of residential properties located behind gooseneck implement.

The Minot Assessor's Office asks you to review this report and approve the 2020 assessment roll as submitted. If there are taxpayers present wishing to appeal or ask questions about their 2020 assessment during the April 14^{th}, 2020 Board of Equalization, we would be happy to visit with them and members of the board in discussing the proposed assessment tonight. It would be best if they have brought with them a recent appraisal, realtor's market analysis, or neighborhood research to provide some written evidence to support their opinion of market value of their property if it differs from our estimate.

I would like to thank all of the assessment staff for a job well done in meeting the challenges of the department's goals and deadlines this past year.

The assessment staff includes:

Damon Druse, Assistant Assessor
Dusty Schlecht, Senior Appraiser, CR
Sheila Maragos, Senior Appraiser
Dan Lovelace, Senior Appraiser
Jennifer Quakkelaar, Property Assessment Specialist

Respectfully,
City of Minot Assessor's Office

Highlights of the 2020 Assessments

This is the 2020 Annual Report of the City of Minot Assessor's Office. It will summarize what has happened in terms of property assessment for Minot, typical real estate trends, and notes about valuation totals the department has gathered from January through December 2019. The market value of taxable real property, property transfers and sales, new construction, expired exemptions such as renaissance zone incentives and annexations are all combined to estimate a real property value tax base to which the 2020 consolidated mill levy from School, Park, City, County and State Medical Center (not determined yet) will be applied for the 2020 Ward County Real Estate Tax Statement.

Procedures of assessment and appraisal are conducted under guidance from the North Dakota Tax Commissioner's Office, the North Dakota Century Code, any applicable City of Minot ordinances, and nationally recognized standards on the mass appraisal of real property for assessment purposes.

It should be noted that the ND State Tax Department conducts a study every year of all assessment jurisdictions to determine that real property is being assessed at actual market value as determined by qualified sales of the prior year.

The Minot Assessor's Office is budgeted for the City Assessor/Department Head, an Assistant Assessor, 3 Property Appraisers, and a Property Assessment Technician to conduct the following activities:

- Estimating the market value of over 18,655 properties each assessment year
- Physically reviewed approximately 15% of the taxable properties last year
- Measuring and listing all new construction
- Providing data relating to legal descriptions, lot sizes, property tax estimates, and building information to all city departments and the general public
- Administering over 1,138 tax exemptions and homestead credits applications on a yearly basis
- Explaining, defending, or recommending changes to the assessed value of various properties in abatement proceedings
- Assisting all city departments in determining market value of land or buildings as relating to the conducting of city business for purchase of property or sale of city property
- Approximately 9 flood buyout appraisal reports were compared to city assessments with an analysis completed and memo included

Market Analysis of Taxable Real Estate

Overall projected true and full value of taxable real property in Minot for the year 2020 will be approximately $4,519,488,000 or about 1% more than last year. This increase in market value of taxable property for the city compares to about the same 1% increase in market value from 2018 to 2019. The small increase in true and full value of real property for this year is mostly as a result of a slight increase in certain residential neighborhoods, and an increase on the commercial side due to the continuing construction of Trinity's new hospital project. Below are some assessment summaries:

- The median residential assessment increased about 2% from $179,000 to $183,000 as compared to an increase from $178,000 to $179,000 from 2018 to 2019. There was a minimal change in overall residential valuations however, the assessments did shift a bit from the higher end to the lower end.
- The median assessments for 4 plex apartments did trend upward about 10 % based on 2019 sales that indicated this occupancy was under assessed.
- Total assessed value of motels and apartment complexes greater than 4 plexes increased by approximately 2% and 5% respectively, however the median assessments for larger retail stores over 60,000 square feet were adjusted downward by approximately 5%.
- All other classes of commercial building assessments were trended upward about 1.5% from a median of $472,000 to $479,000. This is compared to a 3% increase from the prior year.
- New taxable residential construction in 2019 was about 22.5 million which compares to about 21.5 million in 2018.
- New taxable commercial construction in 2019 was about 36.5 million compared to 23 million in 2018.
- There was not a significant amount of annexation into the city limits last year.

Some interesting facts concerning the residential market in Minot are as follows:

- ✓ Assessor records indicate a median sale price of $208,000 for 2019 on 703 sales as compared to $203,400 for 2018 on 641 sales or an estimated 2.3% increase. This compares to a 4.5 percent decrease from 2017 to 2018. It should be noted that assessor records include all homes that are sold with or without a realtor.
- ✓ MML records (property that sold with a realtor) indicate a median sale price for homes sold in Minot in 2019 was $209,500 which is up from $205,000 in 2018. This indicates about a 2.2% increase. (these figures do not include financing points or seller concessions which assessor records do include)
- ✓ The average days on the market for a home was 98 days for 2019, which is actually down from 2018 when the average days on market was 105.
- ✓ The most expensive home listed in Minot for sale as of March 18th was $759,000.
- ✓ There were 14 homes that sold in Minot for over $500,000. There was 1 home that sold over $500,000 outside of the city limits. This does not include the homes that were purchased directly from a contractor or built in 2019.

Assessment Level Analysis

Assessors and oversight agencies use sales ratio studies to compare property assessments with actual sale prices. The Minot Assessor's office uses these studies also. State law requires assessment jurisdictions to assess all taxable property at market value. This is called a property's True and Full value as defined by state law. North Dakota law, NDCC 57-02-11, requires that *"all property subject to taxation must be listed and assessed every year with reference to its* *value on February 1st, of that year."* North Dakota law, NDCC 57-02-01(15) defines True and Full value as *"the value determined by considering the earning or productive capacity, if any, the market value, if any, and all other matters that affect the actual value of the property to be assessed."*

Because perfection is difficult to attain, the State Board of Equalization, which is made up of the Governor, State Auditor, State Treasurer, Agriculture Commissioner and Tax Commissioner, has indicated they will allow a 10% range of tolerance of 90% to 100% of an assessment jurisdiction's assessment level. However, they have the authority to order a jurisdiction to raise or lower the overall assessment level to 100% based on the prior year's sales. Therefore, a sales ratio study adjustment sheet should indicate the overall assessment level will be within 90% to 100% of market value after adjustments have been made. The City of Minot has consistently met the guidelines and continues to strive to maintain the assessment level within these state guidelines to avoid a state order to adjust assessments. For those jurisdictions that fall out of tolerance, the State Board has the authority and usually orders the level of assessment brought to a level between 93% to 100%. There are usually several jurisdictions in the state that receive such an order following the State Board of Equalization meeting that is held in August every year.

There were 597 residential sales that were qualified to be used in the 2019 state board residential sales ratio study. These sales indicated that assessments were at 95% of sale price. This indicates that residential properties in 2019 sold on average about 5% higher than the 2019 assessed value. After adjustments to residential map factors were made, the projected assessment level result for 2020 residential assessments based on the 2019 sales ratio is projected to be at 96% for 2020.

For this year's 2020 assessment, certain neighborhoods may have trended up and some may have trended down for the residential assessment. This will occur in some neighborhoods based on the assessor's depreciation model schedules or review of the property on site by one of the City of Minot's appraisers, and/or sales in the particular map factor. The annual calibration of our appraisal software tables applied to actual age, condition, style, location of the property, and the value of the lot/land as compared to the overall assessment is the reason the increase would not be the same flat percentage across the entire city. The 2020 assessments are intended to estimate the market value of residential/commercial property based on 2019 sales data. The 2020 assessment level compared to the 2019 sales would indicate that the aggregate residential level required no significant adjustment in the overall assessment total for residential property.

There were 41 commercial properties that were used in the 2019 state board commercial sales ratio study that would have included all types of commercial properties. Of these sales, the ratio indicated the commercial assessments were at 94% of market value. This would indicate the median of these combined sales sold at about 6% higher than the assessor's value. After consideration of market data available to the assessor, and the fact that the current ratio is within tolerance; only certain types of commercial properties were slightly increased where market data indicated the need for increases and now will be projected to be at a 95% assessment level based on 2019 sales.

Statistical analysis of the 2019 State Tax Department Residential Sales Ratio as compared to the 2019 City of Minot Assessments

Arithmetic Mean: First measure of central tendency. Start by computing a ratio for each observation in a stratum, then dividing the sum of the individual ratios by the number of observations. A measure of central tendency but greatly distorted by extreme ratios.

Aggregate Mean Ratio: Second measure of central tendency. Derived by dividing the total assessed values by the total sale prices of the properties. Greatly influenced by properties with the greatest values.

Median Ratio: Third measure of central tendency. Accomplished by arranging the individual ratios in order of magnitude, then selecting the middle ratio in the series. Median is affected by the number of observations and is not distorted by the size of extreme ratios. This is used by the State Board of Equalization when equalizing residential and commercial property assessments.

Price Related Differential: A measurement of the relationship between the ratios of high-value and low-value properties to determine if the value of property has any influence on the assessment ratio. You divide the arithmetic mean ratio by the aggregate mean ratio. If the PRD is 1.00, there is no bias in the assessment of high-value properties in comparison to those for low-value properties. If the PRD is greater than 1.00 then low-value properties pay a greater amount of tax in relation to value than the owner of a high-value property. And conversely, if the PRD is lower than 1.00, the opposite is true.

Coefficient of Dispersion: "The most generally useful measure of variability is the coefficient of dispersion (COD). It measures the average percentage deviation of the ratios from the median ratio and is calculated by

1) subtracting the median from each ratio
2) taking the absolute value of the calculated differences
3) summing the absolute differences
4) dividing by the number of ratios to obtain the "average absolute deviation"
5) dividing by the median, and multiplying by 100

2019 Assessment Ratio Study for City of Minot on 597 state board 2019 qualified residential sales prior to any adjustments made for 2020

	2019 Measurements		***Tolerance***
Arithmetic Mean Ratio	**99.20%**	**Guideline**	**90% to 100%**
Aggregate Mean	**95.20%**	**Guideline**	**90% to 100%**
Median Ratio	**94.90%**	**State Board Mandated**	**90% to 100%**
PRD	**1.04%**	**Guideline**	**.98 to 1.03**
COD	**.1286**	**Guideline**	**Less than .15**

Based on the above analysis, the overall median assessment level for residential properties was 94.90% which is within the allowable tolerance. However, after adjustments for 2020, the assessment level indicates 96%. It also illustrates that on average residential property sold for about 5% more than the assessment last year. This indicates the 2019 assessments were within the state's tolerance level for 2019 as mandated by the State of Board of Equalization.

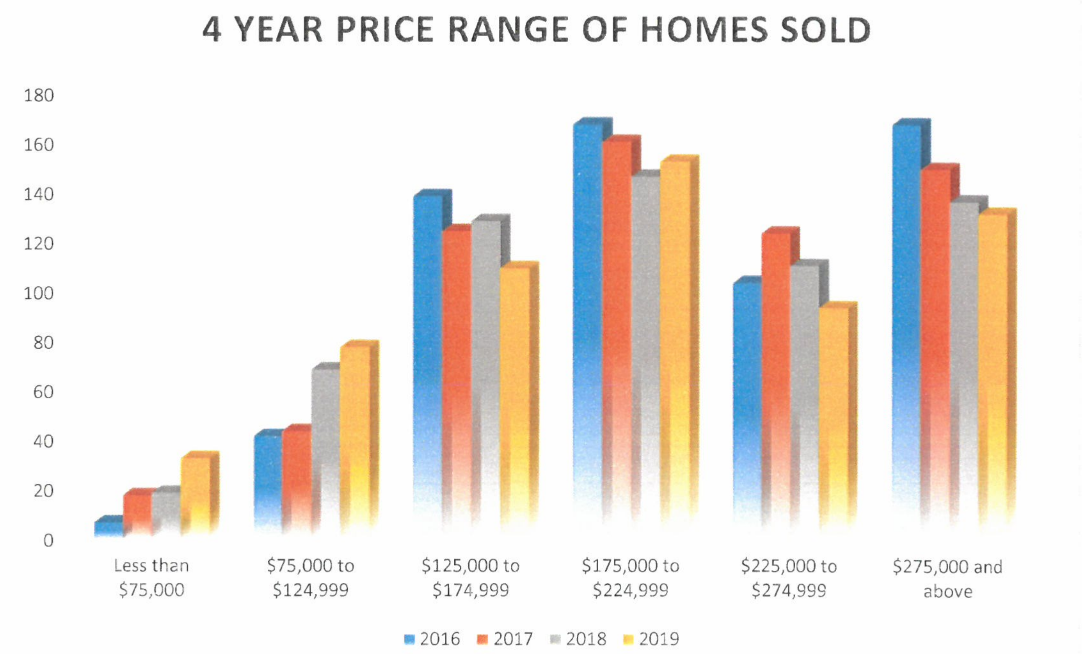
2019 Assessment Ratio Study for City of Minot on 41 state board 2019 qualified commercial sales which does not include vacant land.

	2019 Measurements		*Tolerance*
Arithmetic Mean Ratio	**99.1%**	**Guideline**	**90% to 100%**
Aggregate Mean	**89.3%**	**Guideline**	**90% to 100%**
Median Ratio	**94.2%**	**State Board Mandated**	**90% to 100%**
PRD	**1.11**	**Guideline**	**.98% to 1.03**
COD	**.2123**	**Guideline**	**Less than .20**

Based on the above analysis, the overall median assessment level for commercial assessments last year was 94.2% which indicates the commercial assessment total is within tolerance. The median ratio indicates the 2019 commercial assessments were about 6% below the median selling price. As stated previously, certain types of commercial properties were slightly increased where market data indicated the need for increases and now will be projected to be at a 95% assessment level based on 2019 sales.

4 Year Price Range of Homes Sold

	2016	2017	2018	2019
Less than $75,000	7	18	19	33
$75,000 to $124,999	42	44	69	78
$125,000 to $174,999	139	125	129	110
$175,000 to $224,999	168	161	147	153
$225,000 to $274,999	104	124	111	94
$275,000 and above	168	150	137	132
Total Residential Sales	***628***	***622***	***612***	***600***



Estimated as of 4/1/2020

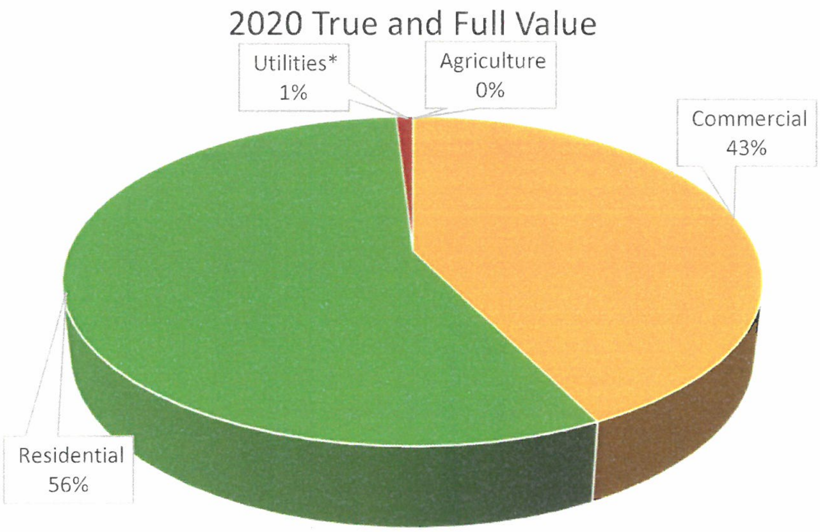
2020 City of Minot True and Full Value

	2019 Value	2020 Value	% of Change	% of Total
Agriculture	$ 1,817,000	$ 1,817,000	0.00%	0.04%
Commercial	$ 1,903,089,000	$ 1,943,025,000	2.10%	42.58%
Residential	$ 2,527,310,000	$ 2,576,463,000	1.94%	56.46%
Utilities*	$ 42,077,200	$ 42,077,200	0.00%	0.92%
Total True and Full Value	**$ 4,474,293,200**	**$ 4,563,382,200**	1.99%	100.00%

2020 City of Minot Taxable Value (statutory percentage of True and Full Value)

	2019 Value	2020 Value	% of Change	% of Total
Agriculture	$ 90,850	$ 90,850	0.00%	0.04%
Commercial	$ 95,154,450	$ 97,151,250	2.10%	45.13%
Residential	$ 113,728,950	$ 115,940,835	1.94%	53.85%
Utilities*	$ 2,103,860	$ 2,103,860	0.00%	0.98%
Total Taxable Value	**$ 211,078,110**	**$ 215,286,795**	1.99%	100.00%

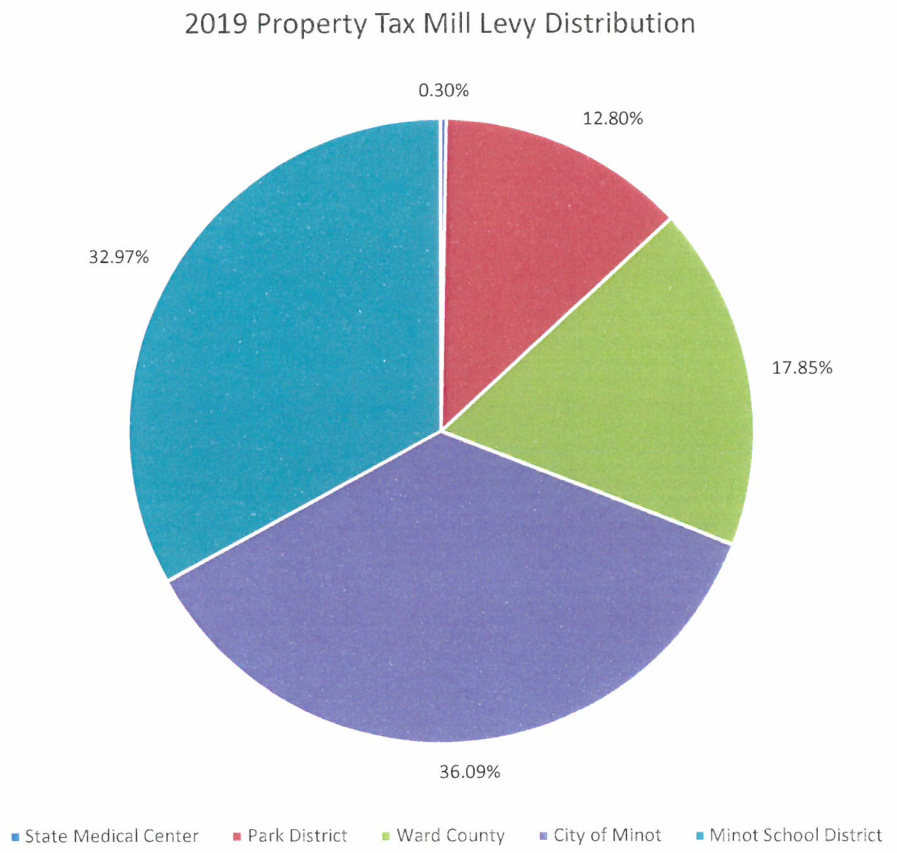
* Estimated for 2019



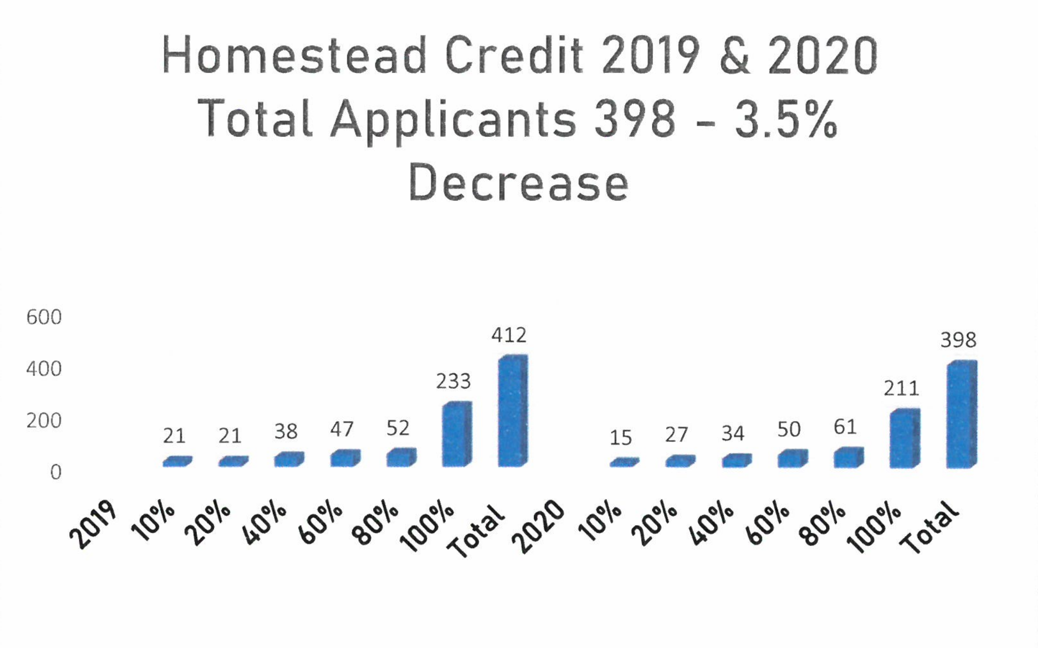
2019 Consolidated Tax Levy Based on Median Residential Assessed Value of $183,000 for 2019

	Mills	Tax Dollars	Percentage
State Medical Center	1.00	$8.24	0.30%
Park District	43.22	$355.92	12.80%
Ward County	60.27	$496.32	17.85%
City of Minot	121.87	$1,003.60	36.09%
Minot School District	111.34	$916.88	32.97%
2019 Consolidated Mill Levy	337.70	$2,780.96	100.00%

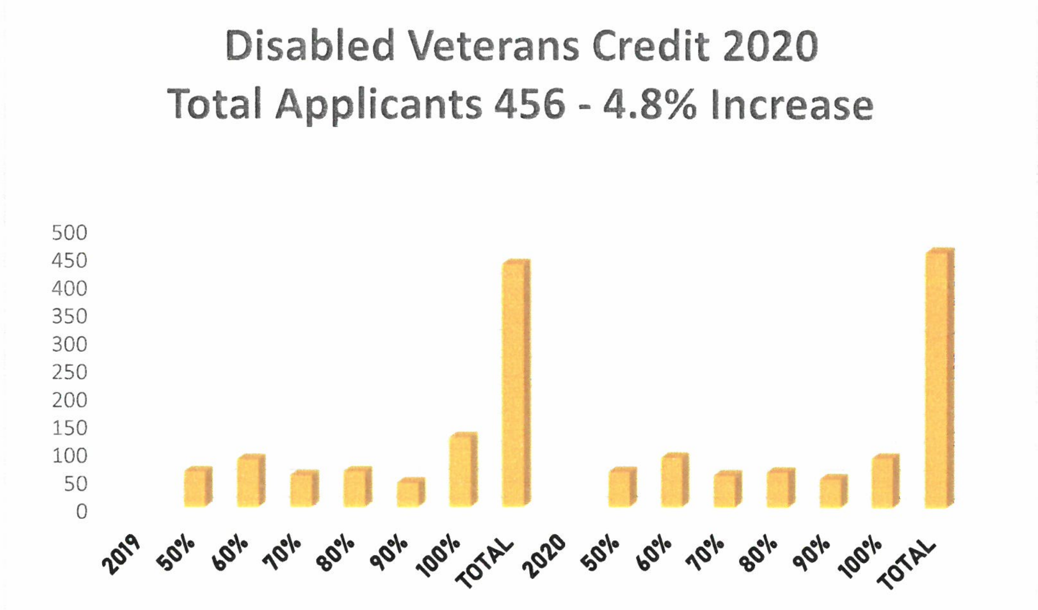
*Does not include any discount for early payment

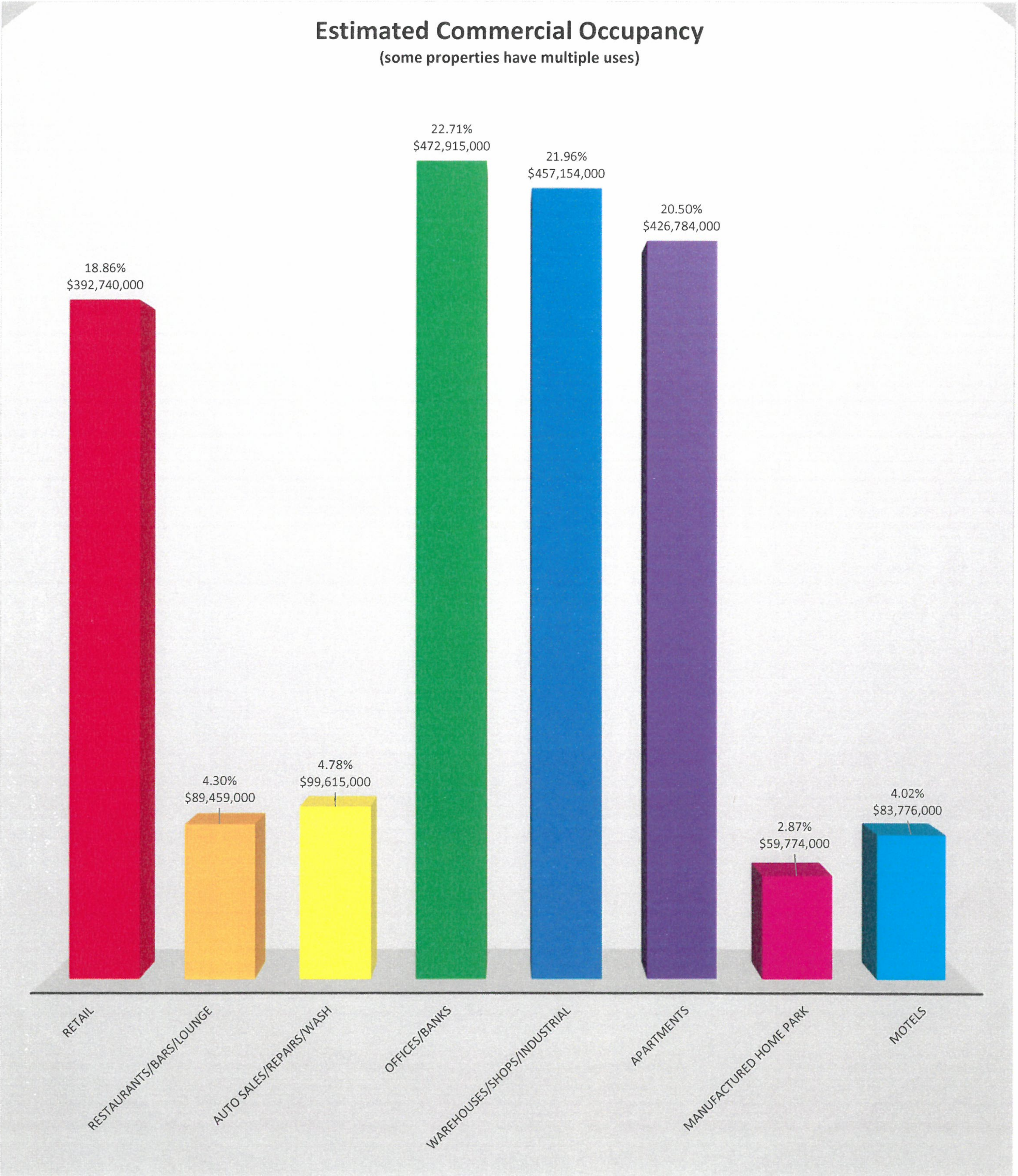


2019	
10%	21
20%	21
40%	38
60%	47
80%	52
100%	233
Total	412
2020	
10%	15
20%	27
40%	34
60%	50
80%	61
100%	211
Total	398



2019	
50%	63
60%	85
70%	56
80%	63
90%	43
100%	124
TOTAL	434
2020	
50%	62
60%	88
70%	56
80%	62
90%	50
100%	88
TOTAL	456




Estimated Commercial Occupancy
(some properties have multiple uses)
18.86%
$392,740,000
4.30%
$89,459,000
4.78%
$99,615,000
22.71%
$472,915,000
21.96%
$457,154,000
20.50%
$426,784,000
2.87%
$59,774,000
4.02%
$83,776,000
RETAIL
RESTAURANTS/BARS/LOUNGE
AUTO SALES/REPAIRS/WASH
OFFICES/BANKS
WAREHOUSES/SHOPS/INDUSTRIAL
APARTMENTS
MANUFACTURED HOME PARK
MOTELS

2020 TOTAL EXEMPTIONS

N.D.C.C Section	2020 Total Exempt
57-02-08 sub (7,9) Churches	$116,238,000
sub (8) Hospitals	$121,983,000
sub(11) Fraternal Organizations *includes YMCA	$24,701,000
sub(20) Wheelchair *max $100,000	$1,505,000
sub (22) Blind *max 160,000	$2,096,000
47-63 Renaissance Exempt *Residential & Commercial	$1,982,000
57-02-08(8) Minot Housing Authority	$9,721,000
TOTAL	$278,226,000

CITY	2019 Total Mill Levy *	2019 City Mill Levy	Est. Tax $125,000 Residential	Effective Tax Rate Residential	Est. Tax $125,000 Commercial	Effective Tax Rate Commercial
Wahpeton	365.61	95.33	$2,056	1.6%	$2,285	1.8%
Minot	337.70	121.87	$1,805	1.44%	$2,005	1.60%
Jamestown	328.11	97.56	$1,753	1.40%	$1,948	1.56%
Grand Forks	320.87	98.67	$1,715	1.37%	$1,905	1.52%
Devils Lake	320.17	89.36	$1,711	1.4%	$1,901	1.5%
Valley City	317.76	76.85	$1,698	1.43%	$1,887	1.589%
West Fargo	300.09	77.98	$1,603	1.28%	$1,781	1.43%
Fargo (School Dist #1)	292.44	53.00	$1,563	1.25%	$1,736	1.39%
Mandan	265.49	63.54	$1,493	1.2%	$1,659	1.3%
Dickinson	244.63	60.18	$1,307	1.1%	$1,452	1.2%
Bismarck	236.59	58.88	$1,264	1.0%	$1,404	1.1%
Williston	199.72	36.00	$1,123	0.9%	$1,248	1.0%

City	Population *	2019 Taxable Value
Fargo (School District #1)	124,844	$594,010,112
Bismarck	72,417	$393,005,243
Grand Forks	56,948	$221,320,080
Minot	47,370	$211,078,110
West Fargo	39,064	$173,565,972
Williston	33,000	$140,070,882
Dickinson	25,000	$118,942,471
Mandan	22,519	$96,220,609
Jamestown	15,226	$46,206,841
Wahpeton	7,792	$18,816,775
Devils Lake	7,500	$19,870,329
Valley City	6,380	$18,751,063

* denotes sorted column
Data Compiled by Fargo City Assessor's Office

Property Tax Components

The makeup of the property tax system is very simple. It contains only three primary elements: **budget, valuation,** and **tax.** The amount of tax to be collected is calculated by dividing the budget by the taxable valuation.

- **BUDGET**

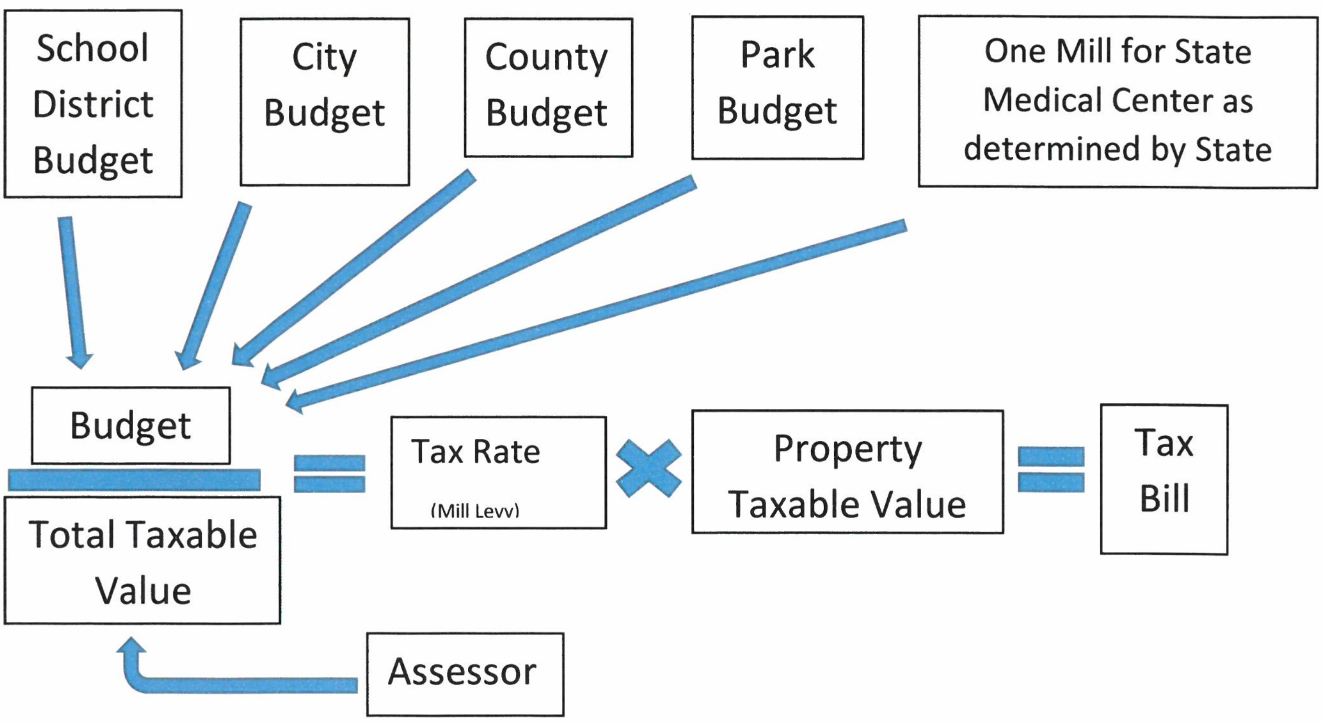
  Taxing authorities (school, city, county, park, state) approve budgets annually for the services they provide. These budgets are approved after public hearings that allow all citizens of the jurisdiction to express their opinions to the elected officials on the proposed budget. Elected officials make the final decision and vote on their budget.

- **VALUATION**

  Buyers and sellers in the market create value. Assessors study market transactions and estimate value within their mass appraisal process and model.

- **TAXATION**

  Approved budgets are divided by the total taxable value and tax rates (mill levies) are set.



57-02-01. Definitions

15. "True and full value" means the value determined by considering the earnings or productive capacity, if any, the market value, if any. And all other matters that affect the actual value of the property to be assessed. This shall include, for purposes of arriving at the true and full value of property used for agricultural purposes, farm rentals, soil capability, soil productivity, and soils analysis.

57-02-03. Property subject to taxation.

All property in this state is subject to taxation unless expressly exempted by law.

57-02-04. Real property defined

Real Property, for the purpose of taxation, includes:

1. The land itself, whether laid out in town lots or otherwise, and improvements to the land, such as ditching, surfacing, and leveling, except plowing and trees, and all rights and privileges thereto belonging or in otherwise appertaining, and all mines, minerals, and quarries in and under the same and shall expressly include all such improvements made by persons to lands held by then under the laws of the United States, all such improvement to land the title to which still is vested in any railroad company and which is used exclusively for railroad purposes, and improvements to land belonging to any other corporation or limited liability company whose property is not subject to the same mode and rule of taxation as other property.

2. All structures and buildings, including manufactured homes as defined in section 41-09-02 with respect to which the requirements of subsections 1 through 3 of section39-05-35, as applicable, have been satisfied, including systems for the heating, air-conditioning, ventilating, sanitation, lighting, and plumbing of such structures and buildings, and all rights and privileges thereto belonging or in otherwise appertaining , but shall not include items that pertain to the use of such structures and buildings, such as machinery or equipment used for trade or manufacture which are not constructed as an integral part of and are not essential for the support of such structures or buildings, and which are removable without materially limiting or restricting the use of such structures or buildings.

3. Machinery and equipment, but not including small tools and office equipment, used or intended for use on any process of refining products from oil or gas extracted from the earth, but not including such equipment or appurtenances located on leased oil and gas production sites.

57-02-11. Listing of property – Assessment thereof.

Certified assessment officials must list and assess property as follows:

1. All real property subject to taxation must be listed and assessed every year with reference to its value, on February first of that year.

2. An individual property record must be kept by the appropriate assessment official for each parcel of taxable property. The record may be in electronic or paper form and must included identifying information as prescribed by the state supervisor of assessments. Assessors shall prepare the records and

provide copies of all property records prepared by the assessor to the county director of tax equalization. The county director of tax equalization shall maintain those records for ten years from the date the records were received from the assessors. A city with a population of five thousand or more may elect to maintain the records required under this subsection on behalf of the county. A city that makes this election must include these records in a city database of taxable property to be maintained in the office of city assessor for ten years from the assessment date.

CHAPTER 57-11

CITY BOARD OF EQUALIZATION

57-11-01. Membership of board – Quorum – Meeting.

1. The board of equalization of a city consists of the members of the governing body, and shall meet at the usual place of meeting of the governing body of the city. On the second Tuesday in April each year. The executive officer of the governing body shall act as chairman, but in the executive officer's absence the governing body may elect one of its members to preside. A majority of the board constitutes a quorum to transact business, and it may adjourn from day to day until its work is completed. In case a quorum is not present at any time, the clerk may adjourn from day to day and publicly announce the time to which the meeting is adjourned.

2. Notwithstanding the provisions of subsection 1, if the same person performs the duties of assessor for two or more cities or townships, the city auditor may, after consultation with the assessor involved, designate the hour and day in the month of April at which the meeting provided for in subsection 1 must be held for each city board of equalization, provided, that notice of the hour and day must be published in the official newspaper of the political subdivisions involved and posted at the usual place of meeting by the city auditor at least ten days before the meeting.

FREQUENTLY ASKED QUESTIONS ABOUT ESTIMATED MARKET VALUES

1. Why has my assessment gone up or down?

The True and Full Value is based on market values which fluctuate with general economic conditions such as interest rates, inflation rates, supply and demand. By North Dakota state law, as property values change in the market place, those changes must be reflected in the assessor's estimated market values. (True and Full Value)

2. How does the assessor determine the estimated market value?

It is based on an assessment date of February 1st of each year. The City of Minot Assessor's office uses a mass appraisal process for estimating market values. This system involves the comparison of properties with actual market sales from the same neighborhoods or similar neighborhoods. All sales information collected by the assessor's office is closely analyzed. The assessor's office adjusts market values by comparing properties that sold with properties that have not sold. This sales comparison provides the basis for the assessor's estimated market value.

3. Does the estimated market value increase at the same rate on all properties?

No, it does not. There are differences between individual properties and between neighborhoods. In one area the sales may indicate a large increase in value in a given year. In another neighborhood there may be very little or no change in value. Different types of property within the same neighborhood may show different value changes. There are numerous factors to be considered in each property, which will cause value changes to differ. Some of the factors that can affect value are location, condition, size, quality, number of bathrooms, basement finish and garages.

4. Can my estimated market value change even if the assessor has not been inside my property?

Yes. The assessor keeps records on the physical characteristics of each property in the City. Even though the assessor may have been unable to go through your property because of inability to contact you, the homeowner not making an appointment, or the homeowner choosing to have the assessor not visit the property, the estimated market value will still be reviewed based on existing records and sales of similar property. The Minot Assessor's Office tries to physically review properties geographically approximately every 10 years.

5. What will happen to my estimated market value if I improve my property?

Generally speaking, improvements that increase the market value of a property will increase the assessor's estimated market value. The following are typical improvements that will increase the estimated market value of your property:

* Added rooms or garages

* Substantial modernization of kitchens or baths

* Porches and decks

* Fireplaces

* Extensive remodeling to include interior or exterior

6. Will my estimated market value go up if I repair my property?

Good maintenance will help retain the market value of your property. Generally, your estimated market value will not be increased for individual minor repairs such as those that follow. However, a combination of several of these items probably would result in an increase in your market value which of course would be reflected by the assessor's estimate of market value also.

* Repairing or replacing roof

* Repairing original siding

* Painting/decorating entire house

* Replacing plumbing or electrical fixtures

* Replacing most or all of the windows

* Replacing outdated basement finish with modern finish

Damon Druse

From:	Assessor
Sent:	Monday, April 13, 2020 10:50 AM
To:	Damon Druse
Subject:	FW: <External>Halliburton Protest (MI22.C15.000.0030)
Attachments:	ND Minot Field Camp Listing.pdf

From: Shelby Mathew <Shelby.Mathew@halliburton.com>
Sent: Monday, April 13, 2020 10:36 AM
To: Assessor <assessor@minotnd.org>
Cc: Kimberly King <Kimberly.King@halliburton.com>
Subject: <External>Halliburton Protest (MI22.C15.000.0030)

Dear City of Minot Board of Equalization,

This email serves as our protest for the Halliburton property at 200 72nd St (parcel no MI22.C15.000.0030) in Minot, which was closed as of 12/31/2019. Our property is approximately 56,000 square feet on 37.18 acres. We have decided to sell this property and have listed the property for sale at $3,000,000 ($53/square foot) – please see attached marketing material. The City's 2020 initial market value based on discussions is $6,688,000 ($119/square foot) which is double the listing price and don't feel this represents the market value because of the specialized nature of the property and large footprint.

The following information illustrates why a lower market value is appropriate:

1) The property is for sale at $3,000,000
2) The property will be difficult to sell because it is fairly large compared to other industrial properties in the region
3) Our broker mentioned the best comparable sale was a 21,000 square foot industrial property in Minot that sold for $81/sf in 2019. If the subject property were valued at this same price per square foot, our value would be approximately $4.5MM, but being that our property is more than twice the size of this comparable, it was recommended we market our property for $3M.

We expect to have a difficult time selling our property with limited buyers and expect a potential selling price of $2M-$3M. We hope you can consider lowering the value of our property based on the information provided.

We also hope we can communicate our protest directly to the Board if you are not agreeable to voice our concerns so please let us know if this opportunity will be made available for taxpayers.

Please respond to this email as confirmation of receipt of our 2020 protest.

Kindest regards,
Thanks
Shelby Mathew
Halliburton – State and Local Tax
3000 N. Sam Houston Pkwy E., Plaza 2 -6320G
Houston, TX 77032-3219
Ph: 281-300-8726
Fax: 281-871-7230

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LoopNet™

Michael
Elliott
(701) 713-
6606

ERES

200 72nd St SE

56,211 SF | Flex Building | Minot, ND | $3,000,000 ($53/SF)

INVESTMENT HIGHLIGHTS

- Large Industrial Campus with Numerous Amenities
- Stabilized and Fully Enclosed Lot
- Located in the Heart of Bakken Oil and Gas Activity

EXECUTIVE SUMMARY

Large industrial campus in the heart of Bakken oil and gas activity. Prime opportunity.

THE OFFERING

Price	$3,000,000	**Lot Size**	37.18 AC
Price Per SF	$53	**Rentable Building Area**	56,211 SF
Sale Type	Owner User	**No. Stories**	1
Property Type	Flex	**Year Built**	2012
Building Class	B		

Listing ID: 18996084 Date Created: 3/26/2020 Last Updated: 4/3/2020

ABOUT 200 72ND ST SE , MINOT, ND 58701

56,211 +/- SF industrial campus featuring seven buildings offering numerous amenities
Situated on a 37.18 +/- AC fully fenced and stabilized lot
Building 1 | 9,900 +/- SF | Administrative Building
Building 2 | 6,757 +/- SF | Administrative Building
Building 3 | 12,500 +/- SF | Workshop Building
Building 4 | 8,400 +/- SF | Warehouse Building
Building 5 | 16,126 +/- SF | Truck Wash Building
Building 6 | 2,400 +/- SF | ROC Building
Building 7 | 128 +/- SF | Guard Post Building (NOT included in RSF)
There is a concrete parking pad on the eastern side of the property
(3) Entry points to the property: (1) Gated guard post; (1) Gated with key code; (1) Not gated
Ideally located between Minot and Surrey, ND with close proximity to freeway systems and urban amenities.

TRANSPORTATION

AIRPORT

Minot International Airport	34 min drive	10.4 mi

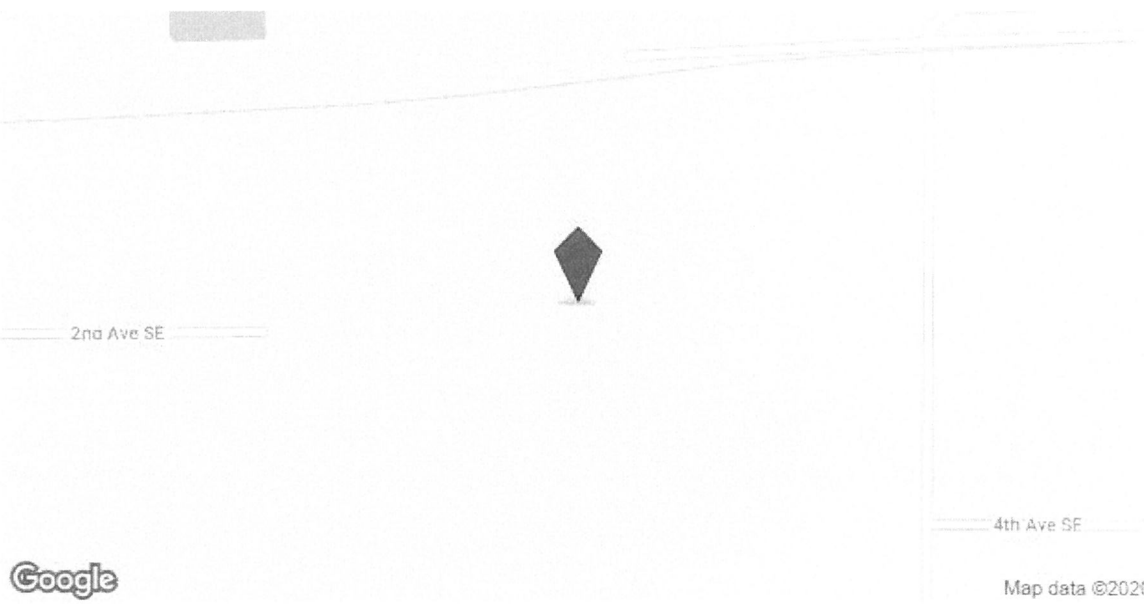
PROPERTY TAXES

Parcel Number	MI-22C15-000-003-0	Improvements Assessment	$3,004,500 (2018)
Land Assessment	$2,024,500 (2018)	Total Assessment	$5,029,000 (2018)

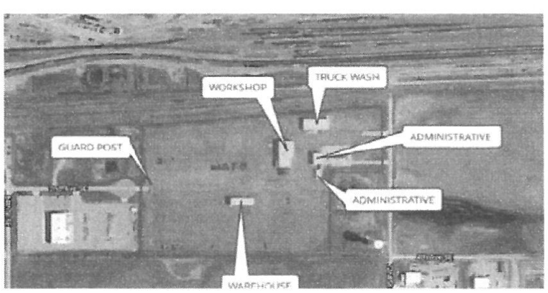
ZONING

Zoning Code	**Light Industrial**

MAP OF 200 72ND ST SE MINOT, ND 58701



ADDITIONAL PHOTOS



LARGE INDUSTRIAL CAMPUS WITH EXCEPTIONAL AMENITIES

56,211 SF ON 37.18 AC

200 72ND STREET SE MINOT, ND 58701

FOR SALE

SALE PRICE $3,000,000

PROPERTY HIGHLIGHTS

- 56,211 +/- SF industrial campus featuring seven buildings offering numerous amenities
- Situated on a 37.18 +/- AC fully fenced and stabilized lot
- Building 1 | 9,900 +/- SF | Administrative Building
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- (3) Entry points to the property: (1) Gated guard post; (1) Gated with key code; (1) Not gated
- Ideally located between Minot and Surrey, ND with close proximity to freeway systems and urban amenities.

Mike Elliott
Managing Broker
701.713.6606
mike.elliott@energyreco.com

ERES

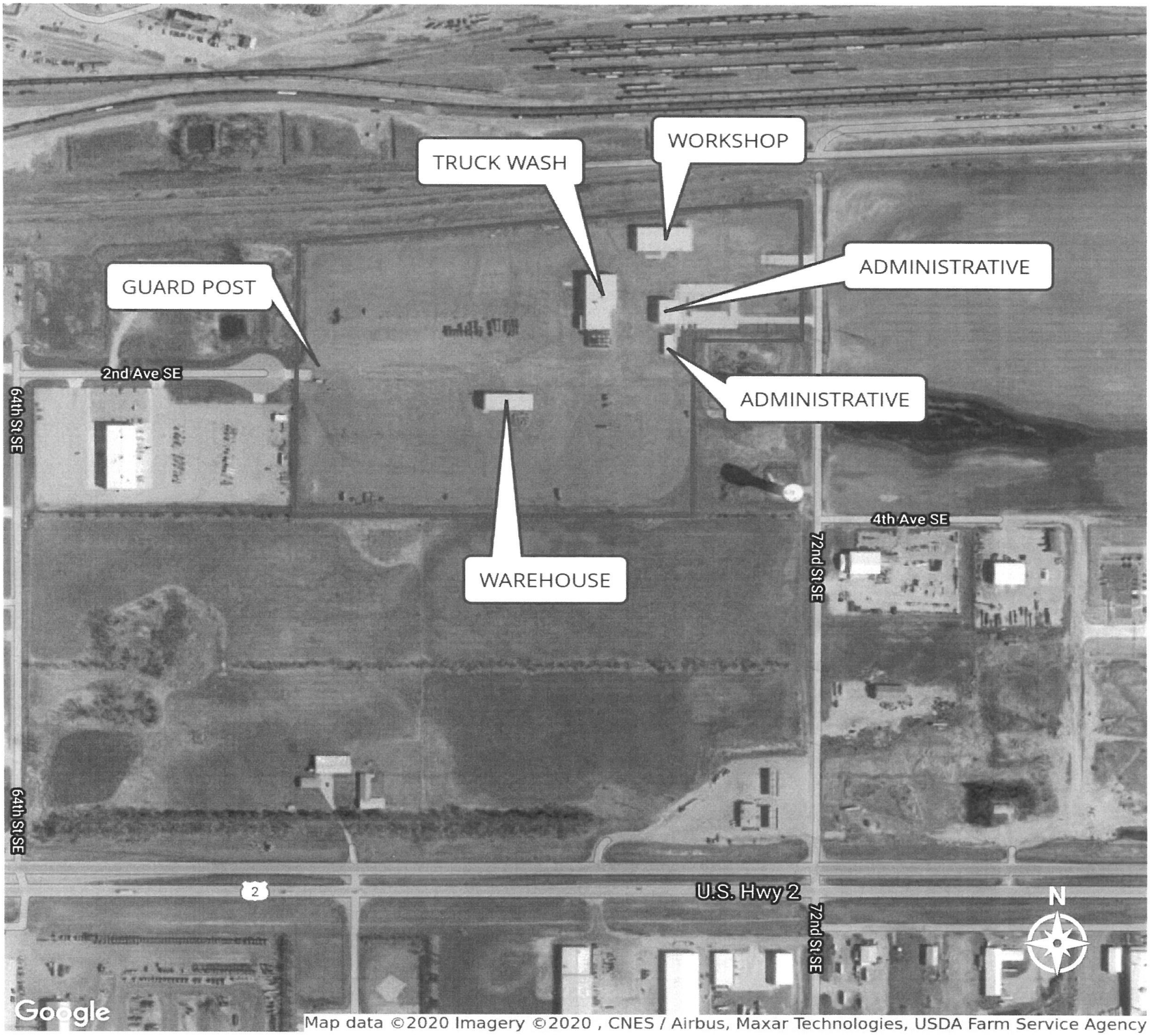
LARGE INDUSTRIAL CAMPUS WITH EXCEPTIONAL AMENITIES

56,211 SF ON 37.18 AC

200 72ND STREET SE MINOT, ND 58701

FOR SALE

CAMPUS AERIAL



Mike Elliott
Managing Broker
701.713.6606
mike.elliott@energyreco.com

ERES

Minot City, ND	MI26.543.000.0220	Route #: 000-000-000	PDF 1	WORKING

1600 13TH ST SW, MINOT Plat Map: Subdivision: **26-543 EDISON 6TH** Deeded Acres: **0.241**

Current Owner/Address DBA: Comp ID: Map Area: **Edison West**

DUBOVOY, CLAY & ANGELINE (D)
1600 13TH ST SW
MINOT ND 58701-6119

Section: **26543** Township: Range: Block: **000** Lot: **0220**
Checks/Tags: Lister/Date: Reviewer/Date: **DS, 10/21/2019**
Loc/Class: **Urban/Residential** Tax District: **Minot Public** Entry Status: **Refused**

Legal: EDISON SIXTH ADDITION
LOT 22

Basis	Front	Rear	Side 1	Side 2	R. Lot	SF	Acres	Unit Price	T/E/O%
Lump						10,508.00	0.241		0/0/0
Sub Total						10,508.00	0.241		
Grand Total*						10,508.00	0.241		

*Includes all land areas

Notes

Residential Dwelling

Occupancy	**Single-Family / Owner Occupied**				
Style	**Split Level Frame**				
Arch Style	**Split Level**				
Year Built	**1983**	EYB	**1983**	EFA	**36**
Area SF	**704**	TLA	**1,344**	GLA	**1,344/0**
Condition	**V Good**	Grade	**3-5**	F/E/O%	**0/0/0**
Ttl Rms **0**	Ttl Bdrms **4**	Above	**3**	Below	**1**
Bsmt/Attic	**Full / None**				
Heat/AC	**FHA - Gas / Yes AC**				
Bsmt Finish 1	**Living Qtrs. (Multi) 704 Avg**				
Bsmt Finish 2	**Living Qtrs. (Multi) 592 Low**				
Fireplace 1	**1 Gas/Elec-Side 1 Story**				
Fireplace 2					
Fireplace 3					
Full/Half Baths	**1/0**	Other/Total Fixtures	**0/10**		
Decks & Patios	**Vinyl/CompoDeck-Med-196 SF**				
Porches					
Ext Wall	**Stucco**	Roof	**Asphalt Shingle**		
Veneer 1	**1 Story Brick 2156 28**				
Veneer 2	**1/2 Story Brick 924 24**				
Bsmt Stalls/Total Garages	**0/1**			Ttl Additions	**2**

Base Price	**$78,459**
Basement Adjustment	**$0**
Attic Adjustment	**$0**
No Heat Adjustment	**$0**
Central AC Adjustment	**$2,251**
Adjusted Base	**$80,710**
Finish	**$27,849**
Single Siding	**$0**
Exterior	**$8,060**
Fireplaces	**$3,630**
Plumbing/Appliances	**$6,000**
Attached Garages	**$15,680**
Basement Stall	**$0**
Base Total	**$141,929**
Graded (1.450)	**$205,797**
Physical Value	**$158,726**
Total Less Obsolescence	**$158,726**
Extras	**$0**
Additions	**$47,478**
RCN	**$265,144**
Detached Garages	**$0**
Map Factor (1.070)	
Total Bldg (RND)	**$221,000**

Sale Amt	Sale Date	Nut Code	Recording
$280,000	12/13/2013		2967576
$0	06/11/2012		2942173
$0	12/15/2009		2905691

Permit Amt	Permit Date	Permit #	Reason	Tag
$4,000	7/8/2015	15-1965	Deck/Patio	Y

	Appraised	Board of Review	State Equalized	With Exemptions
Land F				
Land	$59,000			
Land C				
Dwlg	$222,000			
Impr				
Total	$281,000			

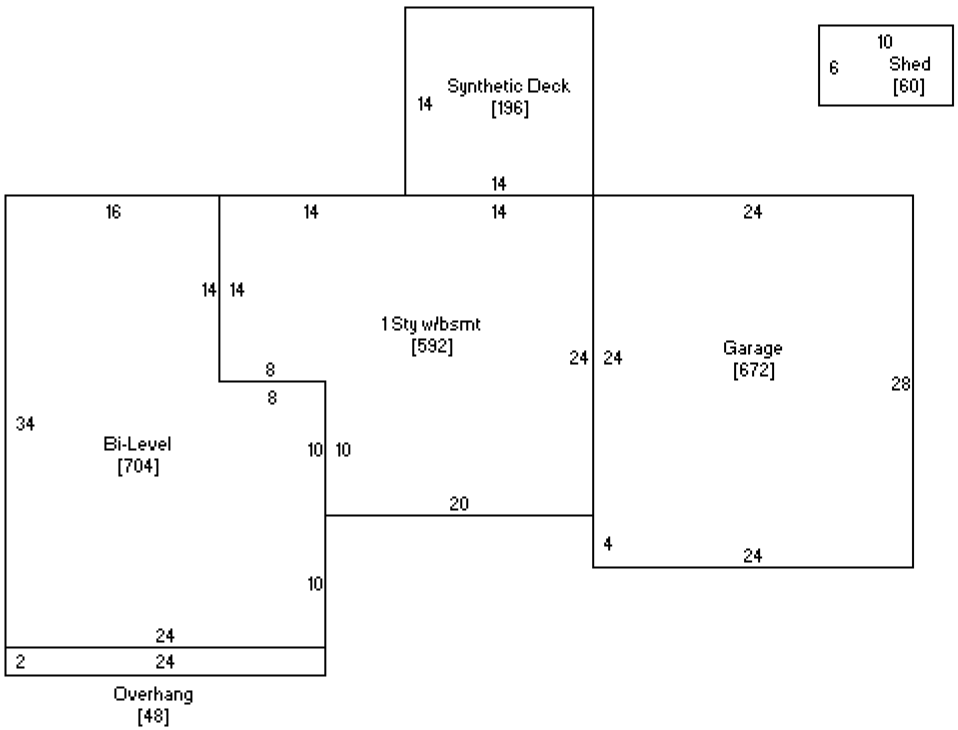
	PrYr 2019	PrYr 2018	PrYr 2017
Land F	$0	$0	$0
Land	$68,000	$68,000	$79,000
Land C	$0	$0	$0
Dwelling	$185,000	$195,000	$192,000
Impr	$0	$0	$0
Total	$253,000	$263,000	$271,000

Additions	Area	Year	Depr	Garages	Area	F/E/O%	W	L	Year	Grade
1 Story Frame	48	1983	20.00	Att Frame	672	0/0/0	0	0	1983	3-5
1 Story Frame	592	1983	20.00							

Yard Extras	Cnt	Year	Cond	Depr	F/E/O%	Value
Shed - W6.00 x L10.00 60 SF, Frame, AVG Pricing	1	1990	NML	60.00	0/0/0	$1,000

Additional Notes:

Permission to Inspect Date



Ph 1 of 1 04/18/2019

Sketch 1 of 1

City of Minot
Assessor's Office

Memo

Date: 04/14/2020

To: 2020 City of Minot Board of Equalization

From: City of Minot Assessors Office

Subject: 2020 Property Owner complaints or grievances

The following property owners have notified the City Assessors Office of their grievance or complaint regarding their 2020 assessment. All written appeals received by our office are to be treated as if they appeared in person to the 2020 City of Minot Board of Equalization meeting and should be included in the meeting minutes.

Most property owners below have either agreed to an on-site review once operations in our office return to normal or have not responded to our request to contact our office regarding the next steps to resolve their concern and/or were provided comparable information. Many of the properties listed below were estimated during the annual review area cycle and require an on-site review by our office to move forward.

Residential Properties

Parcel Number	Address #	Address Street	Name	Property Status
MI26.358.040.0140	1721	5TH ST SW	FOLEY, STEVEN M	ESTIMATED
MI23.021.820.0150	911	4TH ST SW	THOMPSON, JOSH	ESTIMATED
MI01.D14.030.0190	162	MULBERRY LP NE	MEDLIN, ASHLEY AND JOSHUA	INSPECTED
MI26.572.000.1515	1515	18TH AVE SW	HANCOCK, TARA	ESTIMATED
MI26.361.000.0050	406	17TH AVE SW	ROBINSON, ANDREW A	ESTIMATED
MI26.358.040.0120	1729	5TH ST SW	OPOZDA, DONALD L & REBECCA C	ESTIMATED
MI26.410.000.0170	1813	8TH ST SW	ZAHURSKY, MAVIS	ESTIMATED
MI30.919.000.0020	1319	14TH AVE SE	RACINE, LANCE & SHEILA	ESTIMATED
MI26.380.030.0100	1327	7TH ST SW	FRANCIS, URBAN L. JR. & ANTONIA	REFUSED ENTRY
MI23.021.340.0120	712	5TH AVE SW	HARCHENKO, VERN A	ESTIMATED
MI26.414.020.0050	1105	18 1/2 AVE SW	KRAFT, MITCH & JANET	REFUSED ENTRY
MI26.543.000.0630	1719	13TH ST SW	BAUER, PAUL M & BEVERLY A	ESTIMATED
MI26.411.010.0070	1833	10TH ST SW	BAKKE, JEROME; VIRGINIA & GREGORY	INSPECTED
MI26.381.030.0110	1322	5TH ST SW	NEVINS, LLOYD DALE & DAVIS, RANDY	ESTIMATED

MI23.021.880.0260	411	10TH AVE SW	RINGDAHL, RICHARD L & JUDY F	ESTIMATED
MI26.399.000.0910	1217	5TH ST SW	PACKULAK, EVONNE	INSPECTED
MI26.420.000.0040	1512	18TH AVE SW	SNYDER, SHARRON M	ESTIMATED
MI26.543.000.0540	1312	17 1/2 AVE SW	MELOM, NEIL C & MARLENE F	ESTIMATED
MI26.418.000.0440	1419	19TH AVE SW	REDDIG, JAMES F & KAYLENE J	INSPECTED
MI26.358.130.0060	1730	9TH ST SW	HAUGEBERG, LOWELL D & KAY F	INSPECTED
MI26.358.070.0100	510	18TH AVE SW	NELSON, JONAS A & DAWN R	ESTIMATED
MI26.288.153.0413	1200	16TH AVE SW	HOWE INVESTMENTS LLP	INSPECTED
MI 26.599.000.1828	1828	15 1/2 ST SW	JOHNSON, MICHELE	INSPECTED
MI26.599.000.1824	1824	15 1/2 ST SW	DAHL, VANESSA	ESTIMATED
MI26.599.000.1822	1822	15 1/2 ST SW	FELAND FAMILY REV TRUST	ESTIMATED
MI26.599.000.1826	1826	15 1/2 ST SW	DOMRES, MARLENE	ESTIMATED
MI26.243.030.0070	901	14TH AVE SW	TROXEL, GORDON & IRENE	VACANT LAND
MI26.424.030.0032	1105	19TH AVE SW	ANHORN, TRAVIS & SHARI	REFUSED ENTRY
MI26.543.000.0220	1600	13TH ST SW	DUBOVOY, CLAY & ANGELINE	REFUSED ENTRY

<u>Commercial Properties</u>

MI22.C15.000.0030	200	72ND ST SE	HALIIBURTON ENERGY SERVICES	COMMERCIA L
MI26.799.010.0000	1630	BROADWAY S	KREBSBACH REALTY CO (DBA TACO BELL)	COMMERCIA L
MI10.C51.000.0010	2301	LANDMARK DR	SUNRISE HOSPITALITY, LLC (HYATT HOUSE)	COMMERCIA L
MI36.858.000.0030	101	28TH AVE E	MENARD INC	COMMERCIA L

We ask the 2020 City of Minot Board of Equalization to certify the assessment roll as submitted with the understanding the Assessors Office will make any adjustments based on on-site reviews once those are allowed by the property owners and COVID-19 concerns have diminished later this year.

Regards,

City of Minot Assessors Office