

SPECIAL WORK SESSION – MARCH 22, 2016

The work session of the Common Council of the City of Marshall was held on March 22, 2016 at Marshall Middle School District Office. The meeting was called to order at 4:30 P.M. by President Pro-Tem Doom. In addition to Doom the following members were present: Conyers, Schafer, Bayerkohler. Sturrock arrived late. Absent: Byrnes and DeCramer. Staff present included: Ben Martig, City Administrator; Lorna Sandvik, City Assessor and David Parsons, Appraiser.

**REVIEW THE PROCESS FOR THE BOARD OF APPEAL:**

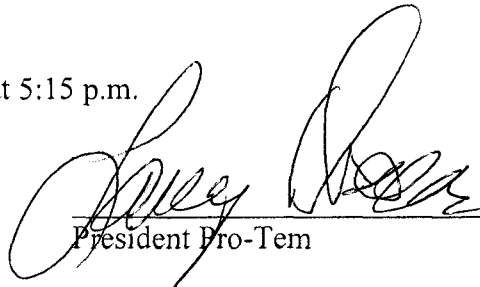
In preparation for the City of Marshall Local Board of Appeal and Equalization (LBAE) meeting to be held at 5:30 P.M. on April 4, 2016 at the Marshall-Lyon County Library, Lorna Sandvik reviewed information sent to the Council previously regarding property sales and valuation/classification adjustments for the 2016 assessment and the upcoming Local Board of Appeal and Equalization (LBAE) meeting. Discussion followed.

Sandvik informed attendees of the Minnesota Department of Revenue directives regarding adding underground tanks to the assessment rolls for the 2016 assessment and partial exemption of agricultural containment facilities (Helena Chemical).

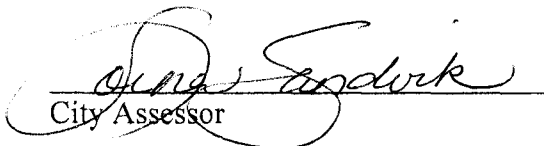
On-line LBAE training was discussed. Currently Council Members Doom, Conyers and Bayerkohler are certified LBAE members through 7/1/17. Discussed the requirement for at least one certified member to be in attendance at the LBAE meeting. If a certified member is not in attendance, the LBAE reverts to an open book meeting and the Local Board loses its meeting authority for the current and the following year.

Sandvik informed the group that the exempt assessment is underway per state requirement that exempt values be reported to the Minnesota Department of Revenue once every 6 years (2010, 2016, 2022, etc).

The meeting was adjourned by Doom at 5:15 p.m.

  
\_\_\_\_\_  
President Pro-Tem

ATTEST:

  
\_\_\_\_\_  
City Assessor