

# What does a city assessor do?

## Overview

The City of St. Francis assessors set the estimated market values and assign property classifications for property tax purposes for over 3,000 parcels every year. The goal is to ensure that the property tax burden is distributed fairly and equitably. The assessing process is based on Minnesota state laws; the process is guided and monitored by the Department of Revenue.

The assessment date is January 2 of each year. Annual sales studies are used to analyze market conditions to determine how the assessor's estimated market value compares to actual property sales. The Minnesota Department of Revenue requires the citywide median estimated market value to fall within a range of 90 to 105 percent of the median of actual property sale prices.

## Duties of the City Assessors

- Set estimated market values for all properties every year.
- Assign or change classifications based on actual use of properties. Examples of classifications are residential homestead, residential non-homestead, agriculture, commercial, apartment building, etc. Each classification has a different tax rate and these rates are set by the state legislature.
- Physically inspect all properties within the city at least once every five years and update property data as necessary.
- Inspect and review properties for which permits were issued in the current year and any partial assessments from previous years and update property data as necessary.
- Process all Certificate of Real Estate

## Quintile Review Map

Below to is a map of the residential quintile review areas that the Assessors will be working in from May through September 2020. This review is part of the process to determine January 2, 2021 property values, which are the values that will be used to assess property taxes payable in 2022.



Value documents (eCRVs). This includes check for accuracy, make corrections when necessary, analyze sales data and make determination if sale is included in or excluded from annual sales study.

- Analyze local sales data and determine the effect on the estimated market values. Increase or decrease values according to state guidelines
- Determine initial and continuing eligibility for special programs such as green acres, rural preserve, managed forestland, etc.
- Provide value and ownership information to residents, developers, real estate professionals, title companies and other interested parties
- Provide valuation research to city and county departments.

## Property Taxes

Property taxes are used to fund local government and schools. A small amount goes to fund other taxing districts such as mosquito control and metro transit.

## Appraisal and the "Quintile Review"

Each year, the city assessors must visit and review one fifth of the properties, so about 600, as required by state law.

## What to expect if the assessor comes to your property:

The assessor, wearing an official identification badge, will come to the property and knock. An inside review of your home or business may or may not be needed. The decision is based on the information already on file. If an inside review is needed, it typically takes five to seven minutes for a residential home and longer for larger structures or multiple buildings. The assessor will walk around the outside of the property to verify exterior characteristics.

Characteristics of the property that affect market value are age, square footage, quality of construction, condition,

basement finish, exterior extras such as decks, patios, other buildings, etc.

If no one is there when an assessor visits and an inside review is needed, an orange door hanger with instructions will be left.

## What to do if you feel your property taxes are too high

If you feel your property tax rates are too high, you can attend budget hearings held each year in November or December. The time and place of the meetings will be listed on your Truth-in-Taxation Notice, sent by Anoka County in November. There are meetings for each of the taxing jurisdictions such as City of St. Francis, Anoka County, School District, etc.

What to do if you feel your property valuation or classification are incorrect:

## Here are the steps to follows:

- Contact the assessor at the phone number listed on the valuation notice **or** see contacts below for phone numbers and emails and let them know your concerns.
- Attend the Appeal Open Book Meeting in early May (dates, times and locations will be listed on the valuation notice).
- Appeal to the County Board of Appeal in June. Call the phone number on the valuation notice to schedule an appointment to appear.
- Appeal to the Minnesota Tax Court on or before April 30 of the year the taxes are due. Visit the appeals court website for more information at <https://mn.gov/tax-court>

## Contact Information

Primary contact:

Erik Skogquist, City Assessor  
Phone: 763-412-1966 Ext. 701  
Email: [mnassessorerik@gmail.com](mailto:mnassessorerik@gmail.com)

Secondary contact:

Mary Wells, City Assessor  
Phone: 763-412-1966 Ext. 700  
Email: [mnassessormary@gmail.com](mailto:mnassessormary@gmail.com)

Seasonally for residential properties:

Chris Larson, Appraiser  
Phone: 763-412-1966 Ext. 702  
Email: [mnassessorchris@gmail.com](mailto:mnassessorchris@gmail.com)

For mobile homes contact:

Tedman Anderson, Anoka County  
Phone: 763-324-1183  
Email: [tedman.anderson@co.anoka.mn.us](mailto:tedman.anderson@co.anoka.mn.us)