



Saline County Board of Commissioners

Meeting Agenda

AGENDA

SALINE COUNTY BOARD OF EQUALIZATION

SALINE COUNTY COURTHOUSE

Wilber, NE

9:15 AM

DATE: July 25, 2023

This agenda is kept on a daily basis and may change from day to day as requests come in to the County Clerk's office. Requests to be on the agenda must be in the County Clerk's office 24 hours prior to the start of the meeting as stated above. This agenda is considered current on the day of the meeting and cannot be changed or altered except for an emergency.

The Board reserves the right to go into executive session if such session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual.

PLEDGE OF ALLEGIANCE

OPEN MEETINGS LAW

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

CORRESPONDENCE

BUSINESS FOR ACTION

Discuss/Approve 3-Year Plan of Assessment

Discuss/Approve - Request that the Assessor's office review and possibly establish a separate neighborhood/class for the real property located in Crete that has restrictions due to the association with Doane University for the 2024 assessment year.

9:25 - Public Hearing for Vehicle Exemption Applications (if needed)

Discuss/Approve Vehicle Exemption Application (if needed)

ADJOURNMENT

Saline County Assessor 3 Year Plan of Assessment June 15, 2023

Pursuant to Nebraska 77-1311.02, the county assessor shall, on or before June 15 each year, prepare a plan of assessment which shall describe the assessment actions the county assessor plans to make for the next assessment year and two years thereafter. The plan shall indicate the classes or subclasses of real property that the county assessor plans to examine during the years contained in the plan of assessment. The plan shall describe all the assessment actions necessary to achieve the levels of value and quality of assessment practices required by law and the resources necessary to complete those actions. The plan shall be presented to the county board of equalization on or before July 31 each year. The county assessor may amend the plan, if necessary, after the budget is approved by the county board. A copy of the plan and any amendments thereto shall be mailed to the Department of Revenue on or before October 31 each year.

Real Property Assessment Requirements

All property in the State of Nebraska is subject to property tax unless expressly exempt by Nebraska Constitution, Article VIII, or is permitted by the constitution and enabling legislation adopted by the legislature. The uniform standard for the assessed value of real property for tax purposes is actual value, which is defined by law as "the market value of real property in the ordinary course of trade." Neb. Rev. Stat. 77-112 (Reissue 2003)

Assessment levels required for real property are as follows:

1. 100% of actual value for all classes of real property excluding agricultural and horticultural land;
2. 75% of actual value for agricultural land and horticultural land; and
3. 75% of special value for agricultural land and horticultural land which meets the qualifications for special value under 77-1344.

State of Nebraska laws do not provide acceptable ranges for the Coefficient of Dispersion (COD) or the Price Related Differential (PRD); however, the IAAO Standards on Ratio Studies use the following:

The COD should be less than 15 for residential properties and less than 20 for agricultural land and horticultural land as well as commercial properties.

The PRD range is 98% to 103%.

Record Count

According to Saline County's Abstract of Assessment, there are 5,339 residential records; 777 commercial records; 14 industrial records; 90 recreational properties and 3,922 agricultural records of which 2,779 are unimproved. According to our CAMA system, we have 11,242 records total.

2023 Level of Value and Assessment Statistics

According to the Reports and Opinions of the Property Tax Administrator and Findings and Orders by Tax Equalization and Review Commission (TERC), Saline County's Level of Value and Assessment Statistics are as follows:

<u>Property Class</u>	<u>Level of Value</u>
Residential	94%
Commercial	98%
Agricultural	71%

Office Staff

Saline County Assessor's office staff consist of the assessor, deputy assessor and 2 full-time clerical/listers.

The Assessor, Deputy Assessor and one staff member presently hold their State of Nebraska Assessor's certificate and all have attended the mandatory educational classes to maintain their certificate. All certificate holders must complete IAAO Course 101 – Fundamentals of Real Property Appraisal and IAAO Course 300 – Fundamentals of Mass Appraisal within the first four years of assuming the office. All certificate holders must obtain 60 hours of approved continuing education within each four year period.

Software/Mapping

Saline County Assessor's office has recently converted from the Aumentum Technologies CAMA system to MIPS Assessment. The Marshall & Swift costing manuals are used to estimate the replacement costs of the residential, commercial and agricultural improvements during the reappraisal process.

The office maintains a cadastral mapping system for name changes, property splits and new subdivisions. The cadastral maps are dated 1984. Saline County has also implemented a GIS mapping program in 2003.

Saline County has worked with EagleView (Pictometry) and imagery has been flown during Spring 2022.

2022 Assessment Actions for 2023 Tax Year

Residential:

For 2023, we completed all pickup work of new construction and any remodeling of properties. This includes, but is not limited to new construction, additions, alterations, updating or tearing down structures.

In order to be in compliance with the State of Nebraska's six (6) year inspection and review cycle, we conducted a physical on-site inspection and review of the residential properties in Friend City. This included an on-site inspection of the property using the current property record card to verify measurements, classifications and conditions of the existing improvements. If there was a discrepancy, a new measurement was taken and noted. We also listed new improvements and removed any houses or buildings. New photos were taken. There were new costs using Marshall Swift cost manual, new depreciation and the lot values were adjusted or affirmed. Property record cards and sketches were updated for any changes.

We conducted a thorough sales verification and analysis process of all eight communities within the county. Through this analysis, it was determined that a percentage adjustment was needed on the improvements in various communities to comply with the statutory measures of value. Crete +18%, DeWitt +25%, Tobias +7%, Western +15%, Wilber +15% and Rural Residential +25%. The land values in Crete were also adjusted +18%. The remaining communities were affirmed and unchanged.

TERC did issue an Order to increase the improvements/buildings an additional +6% in the community of Friend. They also issued an Order to increase the improvements/buildings an additional +5%, as well as +18% increase to the improved land in the community of Crete.

Permits are inspected by office staff/listers. Entered and review by office staff/listers and reviewed by the Assessor.

Sales reviews are completed by the Assessor.

Commercial:

We completed all pick up work of new improvements on commercial properties. Permits were completed by Stanard Appraisal, Inc. Information was entered by Assessor and reviewed by Assessor and Stanard Appraisal, Inc.

In order to be in compliance with the State of Nebraska's six (6) year inspection and review cycle, we conducted a physical on-site inspection and review of the commercial properties in Friend, Dorchester and Wilber. This included an on-site inspection of the property using the current property record card to verify measurements, classifications, conditions of the existing improvements. If there was a discrepancy, a new measurement was taken and noted. We also

listed new improvements and removed any structures. New photos were taken. There were new costs using Marshall Swift cost manual, new depreciation and lot values were adjusted or affirmed. Property record cards and sketches were updated for changes.

Sales reviews are completed by the Assessor.

Agricultural:

For 2023, we completed all pickup work of new construction and any remodeling of properties. This includes, but is not limited to new construction, additions, alterations, updating or tearing down structures.

Land classification adjustments were made when reported by land owner, local Natural Resource Districts (NRD) or observed by office staff. Farm Service Agency (FSA) maps were requested of the land owner when adjustments were recognized for accurate classifications.

The Assessor conducted a thorough analysis of agricultural sales by land classification groups and market areas. This analysis is completed by compiling agland sales that have occurred during the three year study period (10/1/2019 – 9/30/2022) as established by the Nebraska Dept. of Revenue. Each qualified sale is placed into the respective market area based on location of the property. The sales are then broken down into acres within the respective land classifications. Each market area is tested by itself to determine if it falls between the statutory guidelines. The three market areas are then compiled into one final spreadsheet to determine if “county-wide” we still fall within the statutory guidelines and if there is a need for change. For 2023, this analysis showed that various classes of dry land should be increased in market area 1 and that various classes of irrigation should be decreased in market area 3.

Area 1: Dry land class 1D1 and 1D increased from 3500/acre to 3600/acre. 2D1 and 2D increased from 3400/acre to 3500/acre. 3D1 and 3D increased from 3295/acre to 3300/acre. 4D1 and 4D increased from 3090/acre to 3150/acre. Irrigated land classes 1A1 and 1A remained at 4700/acre. 2A1 and 2A remained at 3850/acre. 3A1 and 3A remained at 3800/acre. 4A1 and 4A remained at 3650/acre. Grass land classes 1G1 and 1G remained at 1815/acre. 2G1 and 2G remained at 1795/acre. 3G1 remained at 1750/acre. 3G remained at 1550/acre. 4G1 remained at 1525/acre. 4G remained at 1425/acre.

Area 2: Irrigated land class 1A1 and 1A remained at 5700/acre. 2A1 remained at 5600/acre. 2A remained at 5500/acre. 3A1 remained at 5100/acre. 3A remained at 4900/acre. 4A1 remained at 4500/acre. 4A remained at 4300/acre. 1D1 remained at 3700/acre. 1D remained at 3600/acre. 2D1 remained at 3550/acre. 2D remained at 3450/acre. 3D1 remained at 3300/acre. 3D and 4D1 remained at 3200/acre. 4D remained at 3150/acre. Grass land classes 1G1 and 1G remained at 1815/acre. 2G1 and 2G remained at 1795/acre. 3G1 remained at 1750/acre. 3G remained at 1550/acre. 4G1 remained at 1525/acre. 4G remained at 1425/acre.

Area 3: Irrigated land classes 1A1 decreased from 6665/acre to 6200/acre. 1A and 2A1 decreased from 6540/acre to 6085/acre. 2A decreased from 6470/acre to 6020/acre. 3A1 decreased from 6175/acre to 5745/acre. 3A and 4A1 decreased from 5390/acre to 5015/acre. 4A decreased from 5145/acre to 4785/acre. Dry land classes 1D1 and 1D remained at 3870/acre. 2D1 remained at 3555/acre. 2D remained at 3510/acre. 3D1 remained at 3445/acre. 3D and 4D1 remained at 3400/acre. 4D remained at 3250/acre. Grass land classes 1G1 and 1G remained at 1815/acre. 2G1 and 2G remained at 1795/acre. 3G1 remained at 1750/acre. 3G remained at 1550/acre. 4G1 remained at 1525/acre. 4G remained at 1425/acre.

Assessment Plan for Residential Properties

The Saline County Assessor's office will continue to work with the local communities in regards to obtaining building permits on new construction/remodel or destruction of improvements. The Assessor's office also obtains building permits from Saline County Planning/Zoning office. With the additional tools of ConnectExplorer and ConnectAssessment, the office plans to utilize these programs to determine areas of new construction between spring 2019 and spring, 2022.

The office will continue to review and analyze the real estate transactions.

2023/2024 work for 2025 Assessment year

We will begin on-site inspections/reviews of the properties of DeWitt, Tobias and Wilber. A lot study will be completed for DeWitt, Tobias and Wilber. Updated Marshall & Swift costing will be implemented on the improvements. A sales study will be completed and adjustments in the economic depreciation will be applied, if found it is needed to maintain an acceptable level of value.

We will complete the on-site inspections/reviews of the Rural Residential properties and rural cabins. A lot study will be completed for the Rural Residential. Updated Marshall & Swift costing will be implemented on the improvements. A sales study will be completed and adjustments in the economic depreciation will be applied, if found it is needed to maintain an acceptable level of value.

2024/2025 work for the 2026 Assessment year

In 2024, we will begin an on-site inspections/reviews of the properties in Crete. Lot studies will be completed. Updated Marshall & Swift costing will be implemented on the improvements. A sales study will be done and adjustments in the economic depreciation will be applied, if found it is needed to maintain an acceptable level of value.

2026 work for the 2027 Assessment year

In 2026, we will begin an on-site inspection/review of properties in Swanton and Western. Lot studies will be completed. Updated Marshall & Swift costing will be implemented on the improvements. A sales study will be done and adjustments in the economic depreciation will be applied, if found it is needed to maintain an acceptable level of value.

Assessment Plan for Commercial Properties

The Saline County Assessor's office will continue to work with the local communities in regards to obtaining building permits on new construction/remodel or destruction of improvements. The Assessor's office also obtains building permits from Saline County Planning/Zoning office.

The office will continue to review and analyze the real estate transactions.

2024/2025 work for the 2026 Assessment year

With the continued need for commercial appraisal experience, the Saline County Assessor's office will plan to contract with a licensed appraisal service to complete the on-site inspections/analysis of Crete commercial properties as well as all of the industrial properties in Saline County.

Depending on the contract, staff in the Assessor's office will complete the data entry portion of the properties in Crete. Lot studies will be completed. Updated Marshall & Swift costing will be implemented on the improvements. A sales study will be done and adjustments in the economic depreciation will be applied, if found it is needed to maintain an acceptable level of value.

Assessment Plan for Agricultural Properties

The Saline County Assessor's office annually reviews all agricultural land sales to establish market values for agricultural land. In the review of the sale, the Assessor makes the final determination of which sales are considered arms-length transactions. This information is gathered by the agricultural questionnaire or phone call to the seller, agent or buyer. Analysis is completed in each market area on land value groups (LVG's) to determine if there are any needs for value adjustments in the LVG's. Adjustments are made to values when our analysis shows the median outside of the acceptable range.

Analysis is also completed within each market area to determine if the boundary lines are still reliable.

Saline County currently has three market agricultural market areas. Market Area 1 is predominantly dryland, as irrigation is not feasible in the area. The topography is rolling. Market Area 2 has similar topography to area 1, but ground water is available for irrigation. Market Area 3 is the flattest area of the county and irrigation is accessible.

Saline County will continue identifying Conservation Reserve Program (CRP) ground in the county, by writing follow-up letters to taxpayers who have been identified as having previous CRP contracts with the Farm Service Agency (FSA). A questionnaire will be included asking that the taxpayer provide locations, numbers of acres and contract dates that have been renewed or removed from the program. Maps will also be requested. After receiving the requested information, this data will be entered into a spreadsheet to track information being returned.

Acres that have been reported and entered into the GIS program will be implemented into the computer assisted mass-appraisal system (CAMA).. A market analysis of arms-length sales will be completed in each market area. Adjustments will be made to value when our analysis shows the median outside of the acceptable range.

Responsibilities

Other functions performed by the assessor's office, but not limited to:

Prepare annually and file the following Administrative Reports

- Approve/deny applicants of the Beginning Farmer Exemption (Feb 1)
- Aircraft Information Report (Feb 1)
- Make recommendation on Permissive Exemption applications (Form 451) to the County Board of Equalization (March 1)
- Notify governmental subdivisions of intent to tax property not used for public purpose and not paying in lieu of tax (March 1)
- County Abstract of Assessment for Real Property (March 19)
- Annual Assessed Value Update (March 19)
- Assessor Survey (March 19)
- Amended Homestead Exemption Summary Certificate (May 30)
- Certify completion of real property assessment roll (June 1) & publish in newspaper (June 6)
- Send notice of valuation change to owner of record (as of May 20) of any property whose value increased or decreased (May 31)
- Amend/re-certify Abstract of Assessment, if changes were ordered by TERC (June 5)
- Prepare 3 year plan of assessment (June – July)
- File 3- year plan of assessment with the County Board of Equalization (July 31)

- Reviews the ownership/use of all cemetery real property and reports to the County Board of Equalization (August 1)
- Certification of Values to Political Subdivisions (August 20)
- School District Taxable Value Report (August 20)
- Homestead Exemption Certification of Average Assessed Value of Single-Family Residential property (September 1)
- Complete/certify the tax list (real and personal) and deliver to the county treasurer (November 22)
- Homestead Exemption Tax Loss (November 30)
- Personal Property Tax Loss (November 30)
- Certificate of Taxes Levied Report (December 1)

Homestead Exemptions – Homestead Exemption applications are accepted in the office from February 2nd through June 30th.

Personal Property – All depreciable tangible personal property which is used in a trade or business for the production of income, and has a determined life of longer than 1 year, is subject to personal property tax.

Nebraska Personal Property returns are accepted in the office mid-January through May 1st, without penalty. Returns filed between May 2nd and June 30th receive a 10% penalty. Returns filed after June 30th receive a 25% penalty.

Permissive Exemptions – Permissive Exemption applications are filed in our office November 15 through December 31st.

Taxable Governmental Owned Property – Annual review of government owned property not used for public purpose, sent notices of intent to tax, etc.

Centrally Assessed Properties – Review the valuations as certified by the Department of Revenue, Property Assessment Division. Establish and maintain assessment records and tax billing for the tax lists.

Tax Districts and Tax Rates – Maintain school district and other tax entity boundary changes necessary for correct assessment and tax information including the input of tax rates used for tax billing.

Tax Lists – Prepare and certify the tax lists to the county treasurer for real property, personal property and centrally assessed properties.

Tax List Corrections – Prepare tax list correction documents for the County Board of Equalization's approval.

County Board of Equalization (CBOE) – Attend CBOE meetings including meetings for valuation appeals. Prepare documentation for meetings, post meeting notifications in county newspapers, mail final CBOE decisions. When possible, physically review properties that have filed valuation appeals.

Tax Equalization and Review Commission (TERC) Appeals – Prepare the information and attend the taxpayer appeals before TERC. Testify in defense of the county’s valuation. When possible, physically review properties that have filed valuation appeals.

Tax Equalization and Review Commission (TERC) Statewide Equalization – Attend hearings if applicable to the county, testify in defense of the county’s valuations, and to implement TERC’s orders.

Tax Increment Financing (TIF) – Establish and maintain TIF district boundaries for tax billing.

Rent-Restricted Housing Projects – Annual review of rent-restricted housing projects filed with the Department of Revenue. Review and analyze the income and expense statements forwarded by the projects. Set valuation of projects using the capitalization rate established by the Rent-Restricted Housing Project Valuation Committee along with the information provided by the housing projects.

I respectfully submit this plan of assessment and request the resources needed to continue with maintaining up-to-date, fair and equitable assessments in achieving the statutory required statistics.

Brandi Kelly

June 15, 2023

Brandi Kelly, Saline County Assessor

3 Year Plan - Submitted June 2023

TOWN	2020	2023	2024	2025	2026	2027
Crete	2020		Crete Res 2026			
Crete	2020		Crete Comm 2026			
DeWitt	2018		DeWitt 2025			
DeWitt	2022					Dorchester 2028
Dorchester	2022					
Dorchester	2023					
Friend	2023					
Friend	2023					
Swanton	2021				Swanton 2027	Swanton 2028
Swanton	2022					
Tobias	2018		Tobias 2025			Tobias 2028
Tobias	2022				Western 2027	Western 2028
Western	2021					
Western	2022					
Wilber	2018		Wilber 2025			
Wilber	2023					
BRL	2022					BRL 2028
Cabins	2017-2018		Cabins 2025			
Rural Residential	2017-2018		Rural Residential 2025			
Ag Improvements	2017-2018		Ag Improvements 2025			
Industrials	2020			Industrials 2026		

COMMERCIAL
RESIDENTIAL
INDUSTRIAL

