



# Board of Commissioners

## Agenda

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**May 4, 2021 - 9 a.m.**

**Council Chambers - Courthouse Room 300**

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Pursuant to Minn. Stat. § 13D.021 and 13D.04 Subd. 3, the Chair of the Ramsey County Board of Commissioners has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the declared state and local emergencies. Commissioners will participate by telephone or other electronic means. In addition, it may not be feasible to have any commissioner, staff, or members of the public present at the regular meeting location due to the COVID-19 pandemic and the declared emergencies. The meeting broadcast will be available online and linked via [ramseycounty.us/boardmeetings](https://ramseycounty.us/boardmeetings). Members of the public and the media will be able to watch the public meeting live online.

### ROLL CALL

### PLEDGE OF ALLEGIANCE

1. **Agenda of May 4, 2021 is Presented for Approval.** [2021-184](#)

Sponsors: County Manager's Office

Approve the agenda of May 4, 2021.

2. **Minutes from April 27, 2021 are Presented for Approval** [2021-196](#)

Sponsors: County Manager's Office

Approve the April 27, 2021 Minutes.

### PROCLAMATION

3. **Proclamation: Correctional Officers Week** [2021-172](#)

Sponsors: Sheriff's Office and Community Corrections

### COVID UPDATE

### ADMINISTRATIVE ITEMS

4. **Property Tax Abatement** [2021-215](#)

Sponsors: County Assessor's Office

Approve the property tax abatement, and any penalty and interest, with a reduction of \$10,000 or more for 559 Humboldt Ave, Saint Paul, MN 55107-2916, PIN: 08-28-22-23-0053.

**5. 2021 Special Board of Appeal and Equalization**[2021-214](#)

Sponsors: County Assessor's Office

1. Appoint the Special Board members and designated chairs, to conduct the 2021 Ramsey County Special Board of Appeal and Equalization, as needed, on meeting days June 14, 2021 through June 25, 2021 (excluding Saturday):
  - Jan Rapheal - District 1
  - David L. Norrgard (Chair) - District 2
  - Daniel Ward II - District 3
  - Marsha Goff (Chair) - District 4
  - Jeanette Jones - District 4
  - Ron Stevens - District 5
  - Paul Ellis - District 6
  - Joy Erickson - District 7
  - John Mascari
  - Robert Lafond
2. Approve the Procedural Rules to be adhered to by the 2021 Ramsey County Special Board of Appeal and Equalization.
3. Approve the Code of Ethics and Conduct Guidelines to be adhered to by the 2021 Ramsey County Special Board of Appeal and Equalization.
4. Authorize the County Manager to approve the payment of expenses for the 2021 Ramsey County Special Board of Appeal and Equalization and expenses for training for 2022 Ramsey County Special Board of Appeal and Equalization members as required by Minnesota Statute.

**LEGISLATIVE UPDATE****COUNTY CONNECTIONS****OUTSIDE BOARD AND COMMITTEE REPORTS****BOARD CHAIR UPDATE****ADJOURNMENT**

Following County Board Meeting:

Housing and Redevelopment Authority Meeting - Council Chambers – Courthouse Room 300

10:30 a.m. (estimated) - County Board Closed Meeting - \*CLOSED TO PUBLIC\*

Re - Sullivan, et al. v. Ramsey County

Advance Notice:

May 11, 2021 County board meeting – Council Chambers

May 18, 2021 County board meeting – Council Chambers

May 25, 2021 County board meeting – Council Chambers

June 1, 2021 County board meeting - Council Chambers





# Board of Commissioners

## Request for Board Action

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**Item Number:** 2021-184

**Meeting Date:** 5/4/2021

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**Sponsor:** County Manager's Office

**Title**

Agenda of May 4, 2021 is Presented for Approval.

**Recommendation**

Approve the agenda of May 4, 2021.



# Board of Commissioners

## Request for Board Action

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**Item Number:** 2021-196

**Meeting Date:** 5/4/2021

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**Sponsor:** County Manager's Office

**Title**

Minutes from April 27, 2021 are Presented for Approval

**Recommendation**

Approve the April 27, 2021 Minutes.

**Attachments**

1. April 27, 2021 Minutes

# **Board of Commissioners Minutes**

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**April 27, 2021 - 9 a.m.**

**Council Chambers - Courthouse Room 300**

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The Ramsey County Board of Commissioners met virtually in regular session at 9:00 a.m. with the following members present: Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt, and Chair Carter. Also present were Kathy Hedin, Deputy County Manager - Health and Wellness Service Team, and Sam Clark, Civil Division Director, Ramsey County Attorney's Office.

## **ROLL CALL**

Present: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

## **PLEDGE OF ALLEGIANCE**

1. Agenda of April 27, 2021 is Presented for Approval. [2021-182](#)

Sponsors: County Manager's Office

Approve the agenda of April 27, 2021.

Motion by McDonough, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

2. Minutes from April 20, 2021 are Presented for Approval [2021-195](#)

Sponsors: County Manager's Office

Approve the April 20, 2021 Minutes.

Motion by McGuire, seconded by Frethem. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

## **PROCLAMATION**

3. Proclamation: Fair Housing Month [2021-217](#)

Sponsors: County Manager's Office

Presented by Commissioner Reinhardt. To accept the proclamation were Simon Opatz, Government Affairs Director, and Mark Mason, Vice President of Saint Paul Area Association of Realtors. Discussion can be found on archived video.

## **INFORMATION**

4. COVID Information [2021-218](#)

Sponsors: County Manager's Office

Presented by Kathy Hedin, Deputy County Manager - Health and Wellness Service Team, Dr. Lynne Ogawa, Medical Director - Public Health, and Laura Anderson, Deputy Incident Commander. Discussion can be found on archived video.

**ADMINISTRATIVE ITEMS**

5. Repurchase of a Tax-forfeited Property Located at 53 Cook Avenue West, Saint Paul, MN 55117 [2021-200](#)

Sponsors: Property Tax and Election Services

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:

Commissioner District 3

PIN: 30-29-22-23-0025

Property Address: 53 Cook Avenue West, Saint Paul, MN 55117

Repurchase Amount Due to Date: \$14,342.64

2. Approve the repurchase of the above tax-forfeited property by Lori Dittel, heir to the estate of

Leonard D. Jurek, fee owner at the time of forfeiture, ("Repurchaser"), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will a) execute a repurchase contract; and b) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs and maintenance costs at the time of execution.

Motion by Reinhardt, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-090

6. Repurchase of a Tax-forfeited Property Located at 78 10th Street East, Unit P291, Saint Paul, MN 55101 [2021-201](#)

Sponsors: Property Tax and Election Services

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:

Commissioner District 5

PIN: 31-29-22-43-1260

Property Address: 78 10th Street East, Unit P291, Saint Paul, MN 55101

Repurchase Amount Due to Date: \$830.70

2. Approve the repurchase of the above tax-forfeited property by The Pointe of Saint Paul Condominium Association, an entity granted the right to pay property taxes in a recorded declaration at the time of forfeiture, ("Repurchaser"), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will a) execute a repurchase contract; and b) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs and maintenance costs at the time of execution

Motion by Reinhardt, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-091

7. Repurchase of a Tax-forfeited Property Located at 353 Larch Street, Saint Paul, MN 55117 [2021-203](#)

Sponsors: Property Tax and Election Services

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:  
Commissioner District 3  
PIN: 25-29-23-43-0023  
Property Address: 353 Larch Street, Saint Paul, MN 55117  
Repurchase Amount Due to Date: \$66,800.77
2. Approve the repurchase of the above tax-forfeited property by Anthony Costanza on behalf of CMA Investment, LLC., fee owner at the time of forfeiture, ("Repurchaser"), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will a) execute a repurchase contract; and b) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs and maintenance costs at the time of execution.

Motion by Reinhardt, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-092

8. Cancellation of 2020 Forfeiture of 903 Burr Street, Saint Paul MN 55130 [2021-204](#)

Sponsors: Property Tax and Election Services

Approve the cancellation of the 2020 forfeiture of 903 Burr Street, Saint Paul MN 55130, PIN: 29-29-22-31-0049.

Motion by Reinhardt, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-093

9. COVID-19 Disaster Recovery National Dislocated Worker Grant Award from the Minnesota Department of Employment and Economic Development. [2021-216](#)

Sponsors: Workforce Solutions

1. Ratify the submission of an application to the Minnesota Department of Employment and Economic Development for the COVID-19 Disaster Recovery National Dislocated Worker Grant in an amount of \$280,000.
2. Accept a grant award of \$295,648 and approve a grant agreement with the Minnesota Department of Employment and Economic Development for COVID-19 Disaster Recovery National Dislocated Worker Grant for the period of April 20, 2021 through June 30, 2022.
3. Authorize the Chair and Chief Clerk to execute the grant agreement.
4. Authorize the County Manager to enter into agreements and contracts and execute amendments to agreements and contracts in accordance with the County's procurement policies and procedures, provided the amounts are within the limits of the grant funding.
5. Authorize the County Manager to apply for and accept additional COVID-19 Disaster Recovery National Dislocated Worker Grant funds from the Minnesota Department of Employment and Economic Development for the period of April 27, 2021 through June 30, 2022 in a form approved by the County Attorney's office.
6. Authorize the County Manager to make temporary cash loans, as needed, from the County General Fund to Workforce Solutions to cover program expenses until program funds are received, with repayment to be made upon receipt of the funds.

Motion by Reinhardt, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-094



**POLICY ITEM**

- 10.** Metro Transit Presentation and 2021 Annual Operating Grant Agreement with Metropolitan Council [2021-206](#)

Sponsors: Public Works

1. Approve the 2021 Annual Operating Grant Agreement with the Metropolitan Council for METRO Green Line Transitway Service Operating Assistance of \$5,757,357 from Ramsey County for the period January 1, 2021 through December 31, 2021.
2. Authorize the Chair and Chief Clerk to execute the 2021 Annual Operating Grant Agreement.

MatasCastillo moved the item for discussion, seconded by Frethem. Presented by Wes Kooistra, General Manager of Metro Transit and Ed Petrie, Finance Director of Metro Transit. Discussion can be found on archived video.

McDonough made a motion for the item to be tabled, seconded by Ortega. Following the vote, the item was tabled.

Motion by McDonough, seconded by Ortega. Motion passed.

Aye: Carter, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Nay: Frethem

**LEGISLATIVE UPDATE**

Presented by Commissioner McGuire. Discussion can be found on archived video.

**COUNTY CONNECTIONS**

Presented by Kathy Hedin, Deputy County Manager. Discussion can be found on archived video.

**OUTSIDE BOARD AND COMMITTEE REPORTS**

Discussion can be found on archived video.

**BOARD CHAIR UPDATE**

Presented by Chair Carter. Discussion can be found on archived video.

**ADJOURNMENT**

Chair Carter declared the meeting adjourned at 11:54 a.m.



# Board of Commissioners

## Request for Board Action

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**Item Number:** 2021-172

**Meeting Date:** 5/4/2021

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**Sponsor:** Sheriff's Office

**Title**

Proclamation: Correctional Officers Week

**Attachments**

1. Proclamation

# Proclamation

WHEREAS, Since 1984 the United States has recognized the first full week in May as “National Correctional Officers and Employees Week”; and

WHEREAS, Ramsey County employs over 300 full-time and intermittent Correctional Officers, Sergeants, Lieutenants, Captains, and support staff through both the Sheriff’s Office and Community Corrections Department; and

WHEREAS, Ramsey County Correctional Officers are skilled and professional men and women who serve 24 hours a day, 365 days a year to safely, securely, and humanely house inmates within the county, often in the face of violence and danger; and

WHEREAS, Last year, Ramsey County Correctional Officers safely and efficiently managed thousands of inmates at the Adult Detention Center and Correctional Facility; and

WHEREAS, In 2020, many Correctional Officers lost their lives in the line of duty nationwide including dozens who died from COVID-19 infections acquired while on duty; and

WHEREAS, During this unprecedented time of worldwide pandemic, Ramsey County Correctional Officers remain committed to their duty to keep the inmates, staff, and community safe, no matter the threat; Now, Therefore, Be It

PROCLAIMED, The Ramsey County Board of Commissioners declares the week of May 2-8, 2021 as Correctional Officers Week in Ramsey County in honor of the dedicated professionals who safeguard the County’s inmate populations; and Be It Further

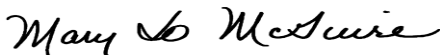
PROCLAIMED, The Ramsey County Board of Commissioners encourages all residents in the community to pay tribute to the Correctional Officers in Ramsey County for the essential public service they provide.



Toni Carter, Board Chair, District 4



Nicole Frethem, Commissioner, District 1



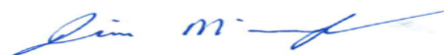
Mary Jo McGuire, Commissioner, District 2




Trista MatasCastillo, Commissioner, District 3



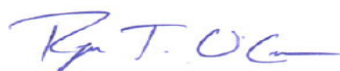
Rafael E. Ortega, Commissioner, District 5



Jim McDonough, Commissioner, District 6



Victoria Reinhardt, Commissioner, District 7



Ryan T. O'Connor, County Manager

# Board of Commissioners

## Request for Board Action

**Item Number:** 2021-215

**Meeting Date:** 5/4/2021

**Sponsor:** County Assessor's Office

**Title**

Property Tax Abatement

**Recommendation**

Approve the property tax abatement, and any penalty and interest, with a reduction of \$10,000 or more for 559 Humboldt Ave, Saint Paul, MN 55107-2916, PIN: 08-28-22-23-0053.

**Background and Rationale**

The Ramsey County Assessor's Office estimates market value and determines property classification, striving to provide an accurate and equitable property assessment. Standards are established to ensure that Ramsey County property owners are provided easy access to the abatement process. Staff who administer abatements follow the strict guidelines described in statute and county administrative code. These staff are available to serve customers by request and can describe the abatement process when providing various appraisal related services. Abatements correcting value and/or classification attempt to ensure that owners are not paying higher taxes than a property is worth, and as a result, reduces the financial burden.

In compliance with Minnesota Statutes, Section 375.192, subdivision 2, and directed by County Board Resolution B2019-301, abatements over a \$10,000 reduction of tax must be approved by the County Board. This abatement has been reviewed and approved by the County Assessor and the County Auditor. According to Minnesota Statutes, Section 375.192, the County Board may consider and grant a reduction or abatement on applications only as they relate to taxes payable in the current year and two prior years provided that the reductions or abatements for the two prior years shall be considered or granted only for (1) clerical error, or (2) when the taxpayer fails to file for a reduction or adjustment due to hardship, as determined by the County Board. The department policy is that a clerical error is one that does not involve judgment, but which may involve the failure of a governmental entity to perform a ministerial act relating to the assessment of property.

For abatements over a \$10,000 reduction of tax, penalty and interest combined, notice must be submitted to the school board and municipality in which the property is located. This abatement has met these requirements. The County Assessor and County Auditor recommend that the Board approve this abatement.

**County Goals** (Check those advanced by Action)

☐ Well-being

☒ Prosperity

☐ Opportunity

☒ Accountability

**Racial Equity Impact**

Language, racial or cultural issues can create barriers to access and/or to understand the abatement process. The department has allowed for property reviews to be completed by phone or email if all the necessary supportive information is provided by mail or electronically when requested. This allows for more flexibility in the service delivery for property owners who are unable to be present at their property during working hours, thus resulting in a more accurate assessment and less abatements due to potential errors. Information regarding abatements can be found on Ramsey County's [website](https://www.ramseycounty.us/residents/property-home/taxes-values/homestead) <https://www.ramseycounty.us/residents/property-home/taxes-values/homestead>, which can be viewed in

multiple languages. The County Assessor's Office also has bilingual staff who are available to assist with questions or concerns from Hmong and Spanish speaking customers.

**Community Participation Level and Impact**

The community is informed about this action through County Board action, which is published on the County's website at

<https://www.ramseycounty.us/your-government/leadership/board-commissioners/board-meetings-information>.

☒ Inform

☐ Consult

☐ Involve

☐ Collaborate

☐ Empower

**Fiscal Impact**

Abatements result in a reduction in property tax revenue for Ramsey County and other taxing authorities. The reduction in total local and state property tax for the one (1) property qualifying for tax abatement is \$12,166.00.

**County Manager Comments**

County Board approval is required for a value reduction resulting in a change of tax of over \$10,000.

**Last Previous Action**

On Dec 17, 2019, the County Board approved a policy establishing the delegation of authority to the County Auditor/Treasurer of abatements less than \$10,000 (Resolution B2019-301).

**Attachments**

1.May 4, 2021 County Board List

## Abatements over \$10,000 for County Board consideration May 2021

Board Meeting Date: May 4, 2021

ABATEMENT NUMBER/ TYPE	OWNER/MAILING ADDRESS	CMR DIST *	PIN/PROPERTY ADDRESS	TAX PAY YEAR	PRESENT TAXABLE VALUE/ CLASS	RECOMMENDED NEW TAXABLE VALUE/ CLASS	CHANGE IN TAXABLE VALUE/ CLASS	ACTUAL REDUCTION IN TAX DOLLARS	REASON FOR REDUCTION
AB201111 Clerical Error	DEPARTMENTAL AGENT FOR:  MAHAMUNI THERAVADA BUDDHIST SOCIETY  2691 Delaware Ave Saint Paul MN 55109- 1748	5	082822230053  559 HUMBOLDT AVE ST PAUL, MN 55107-2916	2020	\$367,700/ 3a Commercial/ other	\$0 5e Exempt	(\$367,700) 5e Exempt	(\$12,166.00)	This corrective abatement was initiated due to the failure of the governmental body (Assessor) to perform a classification change of the property. The property in question was acquired by the MAHAMUNI THERAVADA BUDDHIST SOCIETY and met all the requirements to receive tax exempt status. This abatement corrects the classification to exempt.
							<b>GRAND TOTAL</b>	(\$12,166.00)	

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-214

**Meeting Date:** 5/4/2021

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**Sponsor:** County Assessor's Office

**Title**

2021 Special Board of Appeal and Equalization

**Recommendation**

1. Appoint the Special Board members and designated chairs, to conduct the 2021 Ramsey County Special Board of Appeal and Equalization, as needed, on meeting days June 14, 2021 through June 25, 2021 (excluding Saturday):
  - Jan Rapheal - District 1
  - David L. Norrgard (Chair) - District 2
  - Daniel Ward II - District 3
  - Marsha Goff (Chair) - District 4
  - Jeanette Jones - District 4
  - Ron Stevens - District 5
  - Paul Ellis - District 6
  - Joy Erickson - District 7
  - John Mascari
  - Robert Lafond
2. Approve the Procedural Rules to be adhered to by the 2021 Ramsey County Special Board of Appeal and Equalization.
3. Approve the Code of Ethics and Conduct Guidelines to be adhered to by the 2021 Ramsey County Special Board of Appeal and Equalization.
4. Authorize the County Manager to approve the payment of expenses for the 2021 Ramsey County Special Board of Appeal and Equalization and expenses for training for 2022 Ramsey County Special Board of Appeal and Equalization members as required by Minnesota Statute.

**Background and Rationale**

The Ramsey County Assessor's Office estimates market value and determines property classification, striving to provide an accurate and equitable property assessment. Standards are established to ensure that Ramsey County property owners are provided easy access to the Ramsey County Special Board of Appeal and Equalization and simplified procedures for presenting appeals and receiving a fair, impartial hearing.

Minnesota Statutes, section 274.13, authorizes the County Board to appoint a Special Board of Appeal and Equalization for 2021. As provided by Minnesota Statutes, section 274.14, the board must meet after the second Friday in June on at least one meeting day and may meet for up to ten consecutive meeting days. This Special Board would serve beginning June 14, 2021, and must conclude on or before June 25, 2021 (excluding Saturday). It will hear taxpayers' appeals of their 2021 market value or classification. These 2021 values and classifications will be utilized to calculate the 2022 property taxes.

There are no changes in the Code of Ethics and Conduct Guidelines from 2020. One minor change to the Procedural Rules was made to add language around holding the 2021 Special Board of Appeal and Equalization virtually if needed due to COVID-19 concerns. If the meeting is held virtually, [Open Meeting Law](#)

(Minnesota Statutes, Chapter 13D) <<https://www.revisor.mn.gov/statutes/cite/13D>> guidelines will be followed.

Under state law, the county must have one voting member who has completed a Department of Revenue training course within the last four years. Five of the ten appointed board members have completed this training.

**County Goals** (Check those advanced by Action)☐ Well-being☐ Prosperity☐ Opportunity☒ Accountability**Racial Equity Impact**

The County Assessor Department strives to assess all properties fairly and equitably. The Special Board of Appeal and Equalization process reviews values and/or classifications to ensure they are correct and ensures that owners are not paying higher taxes than a property is worth, and as a result, reduces the financial burden. Language, racial or cultural issues can create barriers to access and/or understand the Special Board of Appeal and Equalization process, therefore more work may be needed to address those issues.

**Community Participation Level and Impact**

The community is informed about this action through County Board action, which is published on the County's website at

<<https://www.ramseycounty.us/your-government/leadership/board-commissioners/board-meetings-information>>.

☒ Inform☒ Consult☒ Involve☐ Collaborate☐ Empower**Fiscal Impact**

The Special Board of Appeal and Equalization process is state mandated. Funds are included in the approved 2021 County Assessor budget. Each member is paid a daily fee for their service. The daily fee paid to members encourages participation by real estate professionals and helps them offset revenue lost while serving on the board. The expense for the 2021 meeting is estimated to be \$4,000.

**County Manager Comments**

MN Statutes requires that a Board of Appeal and Equalization be held, and authorizes the establishment of a Special Board of Appeal and Equalization.

**Last Previous Action**

On May 5, 2020, the County Board appointed ten Special Board members, approved the Procedural Rules and Code of Ethics and Conduct Guidelines, and authorized the County Manager to approve payment relating to the 2020 Special Board of Appeal and Equalization Resolution: (B2020-146).

**Attachments**

2021 SBAE Code of Conduct-Guidelines



## **2021 Special Board of Appeal and Equalization Members**

### **DISTRICT 1**

Nicole Joy Frethem

◆◆ Jan Rapheal  
White Bear Lake, MN 55110

### **DISTRICT 2**

Mary Jo McGuire

David L. Norrgard \*(Chair)  
Roseville, MN 55113

### **DISTRICT 3**

Trista MatasCastillo

Daniel Ward II  
St. Paul, MN 55117

### **DISTRICT 4**

Toni Carter  
*2 appointments*

◆◆ Marsha Goff \*(Chair)  
St. Paul, MN 55108

◆◆ Jeanette Jones  
St. Paul, MN 55119

### **DISTRICT 5**

Rafael Ortega

◆◆ Ron Stevens  
St. Paul, MN 55107

### **DISTRICT 6**

Jim McDonough, Chair

Paul Ellis  
St. Paul, MN 55106

### **DISTRICT 7**

Victoria Reinhardt

◆◆ Joy Erickson  
White Bear Lake, MN 55127

### **COUNTY MANAGER**

Ryan O'Connor  
*2 appointments*

John Mascari  
St. Paul, MN 55116

◆◆ Robert Lafond  
Shoreview, MN 55126

\*Designated Chair

◆◆ Required Real Estate Professional

## **2021 Special Board of Appeal and Equalization Procedural Rules**

1. The Ramsey County Special Board of Appeal and Equalization shall consist of at least ten members, with one member being recommended by each Commissioner and two members by the Chair and two members by the County Manager. All members must be residents of Ramsey County. At least one member must be a real estate appraiser, realtor or other real estate professional, familiar with property valuation in the county.
2. Two designated chairpersons shall be appointed by and serve at the pleasure of the Commissioners. A chairperson shall preside at all meetings of the Special Board and shall have duties and responsibilities as are normally attended upon that office. The Special Board shall be convened as panels of five members, including a designated chair each day. If volume of appeals dictates two separate panels, the panels may consist of only three members if required. The Ramsey County Assessor's office shall schedule panel members.
3. Regular meetings of the board shall be held as specified in Minnesota Statutes, section 274.14.
  - a. The Ramsey County Assessor's Office will mail an application form 1679 to interested persons, including a request for basic information concerning the property. If the property is income producing, the owner or owner representative must submit, at time of initial application, two years of income and expense information and a current rent roll.
  - b. Upon timely receipt (*by May 7th*) of a completed form 1679, the applicant will arrange with the Ramsey County Assessor's Office a time for the assessor to perform an interior inspection of the property. The owner or owner's representative must accompany the assessor on this inspection. If an interior inspection cannot be performed due to COVID-19 concerns, a phone review will be completed between the parties to discuss the property characteristics. The owner or owner's representative may need to supply interior photos if requested.
  - c. The Ramsey County Assessor's Office will complete an appraisal of the valuation of the property. The county's appraisal report will be written and will be made available to the applicant at least 48 hours prior to the hearing.
  - d. Applicant must provide copies to the Ramsey County Assessor of all documentation to be presented to the Special Board at least 48 hours prior to the scheduled hearing.
  - e. Upon receipt of the completed application and review of the property the Ramsey County Assessor's office will schedule a hearing at 20-30 minute intervals beginning the first day scheduled for the board.
  - f. If the total number of applicants appearing before the Special Board is below 150 then the following format will be utilized. Each residential applicant will be allowed 10 minutes to present any data or information relevant to the market value or tax classification of the subject property. The Ramsey County Assessor, or designee, will then be allowed up to 5 minutes to present any relevant information to support the market value or tax classification assigned by the assessor. The board shall have 5 minutes to make a decision. The board chair shall have the authority to cast a tie-breaking vote should any deliberations result in a tie.

- g. Each commercial or apartment applicant will be allowed 15 minutes to present any data or information relevant to the market value or tax classification of the subject property. The Ramsey County Assessor, or designee, will then be allowed up to 10 minutes to present any relevant information to support the market value or tax classification assigned by the assessor. The board shall have 5 minutes to make a decision. The board chair shall have the authority to cast a tie-breaking vote should any deliberations result in a tie.
  - h. If the total number of applicants to the Special Board exceeds 150, then the County Board authorizes the Ramsey County Assessor to adjust the process to ensure all citizens' appeals can be heard in the statutory ten-day window. If modifications are made, they will be made in a fashion that ensures the process remains fair and transparent.
  - i. All deliberations are to be made immediately following the individual hearings and in full view and hearing of the public. The board will make its decisions based solely on information offered at the hearing and will conduct no independent fact-finding of its own relative to the value or classification of any parcel presented to the board for review.
  - j. The decisions of the Special Board should be made by motion, second, discussion and voice vote. The recording secretary will record the vote of each board member for each case heard by the Special Board. The recording secretary shall review said record with the Special Board each day to ensure accuracy.
- 4. All meetings and hearings conducted by the Special Board shall be conducted pursuant to the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D. All data presented relative to the valuation or classification of any parcel will be considered public data.
  - 5. Each member will be paid \$315 for the first day of service and an additional \$225 for each additional day of service. Each member will receive a minimum of \$315.
  - 6. All of the Special Board's legal questions, which arise from work performed, should be referred to the Ramsey County Attorney for appropriate response.
  - 7. The Ramsey County Assessor will be responsible for staffing and for the assembling of documentation for the appointees. The assessor shall provide an organizational orientation session for the appointees prior to beginning their work on June 14th. Examples of staffing responsibilities include, but are not limited to, the ten-day staffing and scheduling, the administering of an oath to the members, completing forms for compensation for the members and the training program.
  - 8. The Ramsey County Auditor shall appoint a non-voting member to serve as the recording secretary for the Special Board.
  - 9. The 2021 Ramsey County Special Board of Appeal and Equalization may be held virtually due to COVID-19 concerns. If the meeting is held virtually, [Open Meeting Law \(M.S. Chapter 13D\)](#) guidelines will be followed.

## Ramsey County Special Board of Appeal and Equalization

### **Board Code of Ethics and Conduct Guidelines**

*The Mission of the Ramsey County Special Board of Appeal and Equalization is the fair and equitable resolution of all valuation and classification appeals on real and taxable personal property located in Ramsey County. As part of this mission, the Special Board will attempt to foster an open and trusted professional relationship with concerned taxpayers and County staff.*

1. Special Board members shall strive to treat applicants, fellow Special Board members and staff respectfully at all times
2. All deliberations shall be made on an impartial basis and publicly.
3. Special Board members should refrain from discussing Special Board proceedings with applicants outside of the presence of the other Special Board members.
4. Concerns about the actions, behavior or motivations of any participant in the Special Board process should be directed to the County Manager.
5. Special Board members should attempt to understand all facts presented them in order to arrive at a fair decision. They should ask for clarification when necessary and seek additional information when required.
6. No Special Board member shall participate in any proceeding regarding his/her own property.
7. No member shall sit in judgment of an appeal where the member either has a personal interest in a property under appeal or personal bias toward the parties. Should this situation arise, the Special Board member will inform the Chair and recuse themselves. A recused member shall not participate in the discussions or offer questions or make comments during a hearing or during deliberations.
8. Special Board members should be extremely cautious of participating in deliberations of an appeal where the member has a prior personal relationship with the applicant. Such relationship should be disclosed prior to the beginning of the hearing of the appeal. Fellow Special Board members should then decide whether the issue should be waived or the fellow Special Board member is excused for that proceeding.
9. It is unethical to accept or to agree to accept compensation of any kind from an appellant appearing before the Ramsey County Special Board of Appeal and Equalization. Any such offer must be reported to the County Manager.
10. No Special Board member shall participate or vote in any deliberation relating to issues or proposal in which he or she has a conflict of interest. A conflict of interest exists where the member:
  - 10.1. Has a material, current, or anticipated financial interest in the property, or is affected by the issues or proposed assessment to a greater degree than other members of his/her business classification, profession or occupation; or
  - 10.2. Is a director, trustee, officer, employee, or agent of a company or institution directly involved in the property; or

- 10.3. Is related by blood or marriage to an individual having any current or contemplated ownership interest in the subject property; or
  - 10.4. Is a personal friend of the applicant.
11. There will be no official audio or video recording of any of the meetings. There shall be no unofficial audio or video recordings made unless agreed to by all participants and then they will not be made part of the official record.