

Memorandum

DATE: 01/16/2025

TO: Dustin Dassinger –City Administrator
Linda Carlson – Deputy City Administrator

FROM: Joe Hirschfeld – Dickinson City Assessor

SUBJECT: Board of Equalization Meeting Date

Century Code dictates that North Dakota Cities must hold their Board of Equalization (BOE) meeting within the first 15 days of April. The Assessing Department is asking for a meeting to be held the second week of April, providing additional time for property owners to meet with Staff if they have questions about their property value. Tuesday April 8th through Thursday April 10th are the preferred dates, allowing Monday April 7th as a day of preparation. This would then leave the regularly scheduled meeting on April 15th as a day for any minor follow-ups to be finalized.

A motion to **set the Board of Equalization meeting to: April ____, 2025**, would be an acceptable motion.

As an update preceding the BOE meeting, there are currently 37 commercial sales, all from 2024, indicating a sales ratio of 83%, suggesting that an increase is necessary.

2024 residential sales currently number 272 with a ratio of 84.5%, and another City-wide increase to residential properties is expected.

As always, if you have any questions, please feel free to contact me.

Sincerely,

Joe Hirschfeld
City Assessor