

**MINUTES
OF THE SPECIAL COUNCIL WORK SESSION
EDINA CITY COUNCIL
HELD AT CITY HALL
APRIL 6, 1998 - 6:00 P.M.**

ROLLCALL Answering rollcall were Members Faust, Kelly, Maetzold and Mayor Smith.

Mayor Smith noted the purpose of the special session was to review procedures for the upcoming Board of Review, scheduled for April 13, 1998 at 5:00 p.m.

Assessor Petersburg briefly reviewed the statutory requirements for the Board of Equalization or Board of Review. The Board's purpose is to review the assessed value and classification of taxable property in the City as determined by the Assessor. Assessor Petersburg explained that 18,000 value notices had been mailed to Edina property owners in February. To date, staff has had about 1,000 phone calls, sent out 41 applications to owners (Board or Review requests) and received 28 completed applications requesting reexamination of property value.

Assessor Petersburg noted the process his staff has been following since the valuation notices were mailed include:

1. Initial Contact (phone/counter), identify owner, property & concern, attempt to explain and diffuse concern, and record the contact
2. Phase 2 Set up review appointment and inspect, complete review appraisal (Sales Comp Grid), review findings with owner, review finding and review appraisal with supervisor, formalize review appraisal
3. Phase 3 Give owner Board Application and explain process. Applications given out by appraisers only. Log application when sent and when received after completed by property owner.

The procedure that the Assessing Department follows in response to Board of Review Applications was discussed. Assessor Petersburg briefly reviewed the Board Book put together by his staff.

Council reviewed the Board of Review schedule. The initial meeting will be held at 5:00 p.m. April 13, 1998, with the continuation meeting on April 20, 1998 at 5:00 p.m.

Council discussed the proposed board processes and schedules.

There being no further business on the Council Agenda, Mayor Smith declared the meeting adjourned at 6:50 P.M.

City Clerk