

HITCHCOCK COUNTY PLAN OF ASSESSMENT

Assessment Years 2016, 2017, 2018

Date: June 11, 2015

Pursuant to Nebr. Laws 2005, LB 263, Section 9, on or before June 15 each year, the assessor shall prepare a plan of assessment, (herein after referred to as the “plan”), which describes the assessment actions planned 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 the quality of assessment practices required by law, and the resources necessary to complete those actions. On or before July 31 each year, the assessor shall present the plan to the county board of equalization and the 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 Revenue, Property Assessment Division 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 and horticultural land which meets the Qualifications for special valuation under 77-1344 and 75% of its recapture value as defined in 77-1343 when the land is disqualified for special valuation under 77-1347.

Reference, Neb. Rev. Stat. 77-201 (R.S.Supp 2004).

General Description of Real Property in Hitchcock County

The Villages within Hitchcock County are the majority of the residential valuation base. Culbertson, is the largest with 174 families according to the 2010 census data. Culbertson also has a major industrial plant, Kugler Oil Co. that produces fertilizer and agricultural chemicals. This community serves as a nice country atmosphere and housing for several residents commuting to McCook for employment.

Right West of Culbertson you will find Trenton, the County Seat. The town consists of approximately 134 families. In 2003 an addition to the County was the construction of an

Ethanol Plant right east of Trenton. Swanson Lake also serves as the recreational living and atmosphere in the good climate months.

West of Trenton sits the Village of Stratton and has nearly 100 families. The smaller Villages have struggled with any new construction or businesses moving into the communities. The major source of income throughout the County is Agricultural.

Palisade is located on the north end of Hitchcock County where the Village is shared with Hayes County along one street boundary. It is also near 100 families and have merged school districts with Wauneta to stay alive and keep families in the County.

The following assessment plan is a current plan for 2016, 2017 and 2018 with the regular statutory duties of the Hitchcock County Assessor.

Assessment Year 2016

Prioritizing workloads, hiring and training of office staff, identifying delinquent inspections and new assessment work was the focus as of January 8, 2015 upon taking office of a newly elected position as the Hitchcock County Assessor. Throughout processes of discovering how many and where inspection and review work was necessary, a letter dated October 31, 2013 was sent to Denny Donner from Judy McDonald, the prior Assessor. In this letter, the inspection history was listed as follows:

Stratton- last done in 2011

Trenton- last done in 2011

Culbertson- last done in 2006

Palisade- last done in 2011 (all but 50 parcels)

Rural Improvements- last done in 2000 or prior

Laker's North Shore- last done in 2009

Good Life Marina- last done in 2012

The letter is attached in this Three Year Plan for reference purposes. Similar assessment questions were asked of the prior Assessor by the County Board in a letter dated October 29, 2013. The board asked the status of:

- Hiring reappraisal help
- What percentage of all real properties have been inspected and the information entered onto the property record?
- What percentage of all real properties will be reviewed, valuations adjusted and/or corrected and entered on to the respective property records before change in valuations are mailed in June 2014?
- Have your costing/valuation computer glitches been repaired?
- Have you addressed your overtime issues?

Such questions in the letter signed by the County Board Chair supports the 2015 County Assessment decisions made by the newly elected Assessor to prioritize inspections, appraisal work, computer programming, staffing and valuation processes.

Building permits from the original applications on file in the County and Villages were reviewed in conjunction with the property record cards. Several structures were listed and valued for

2015. Several buildings had no information, some had a (partial construction) value, and new structures were added to the assessment rolls.

Inspection and reviews of parcels within the Village of Culbertson were started prior to March 19th and will be finished to complete Culbertson Village, and reviews of Palisade Village will be completed during the summer of 2015 year. Physical inspections of the condition and all improvements on each property record card in these two Villages will be used to input data into the new costing table in MIPS and converted to the administrative software for the January 1, 2016 values. The entire Village of Culbertson has been completed, including 386 parcels at the time of this plan submission to the Hitchcock County Board. Rural parcels in the entire township of 3, Range 31 have also been completed along with various other sites throughout the County.

New record cards have been produced with the updated inspection history, photos, field review notes and any data used in the physical reviews of these residential parcels. Rural parcels that have not been reviewed in township one, ranges 31, 32, and 33 will also be completed in the summer months with new record cards using the Marshall and Swift costing tables with new photos and develop record cards. In the Village of Culbertson, inspections are nearly 100% completed as of the date of this plan and the new photographs will be attached to the property record cards and new costing will be applied for the 2016 values. The next Village that will be inspected will be Palisade and the subdivision of North shore. A part time employee has been hired that has a large amount of real estate background and continues to work 2 days per week to inspect, document data and review each residential property. Another part time position has been advertised for the purpose of inspection work to ensure the inspections will be in compliance for 2016.

In review of the two industrial facilities, Trenton Agri. Products and Kugler Inc.; they both have building permits on file that have not been assessed. The property at the Kugler plant entails new construction of an ATS plant. The Ethanol Plant has had construction of a new maintenance shop along with three other permits. The unique properties both require experienced industrial appraisal inspections and written appraisal reports. A proposed contract with Tax Valuation Inc. will be submitted for consideration of appraisal work to the County Board.

A continued process of agricultural land use will be updated every year with government program acres and market information for new agricultural values. Letters and release forms were sent to owners requesting information from the Farm Service Agency. The release form was scanned and emailed to either the McCook, Hayes Center, Benkelman or Atwood agencies where the operator completes farm business.

The Farm Service Agency emailed our office the contracts and colored field maps with acre amounts and the type of program the acres are enrolled in. From that we sent the information to GIS workshop and they updated the soil codes into the parcel identification number. Our office updated each record card from the updated GIS soil codes and corresponding LVG's. This identification and process brings the agricultural land in Hitchcock County in compliance with Directive 09-4.

Assessment Year 2017

Inspection and reviews of parcels within the Villages of Stratton and Trenton will be completed to finish Villages in the County. New measurements, physical inspections of the condition and all improvements on each property record card in these two Villages will be used to input data into the new costing table in MIPS and converted to the administrative software for the January 1, 2017 values. After completion of all the Villages in 2015 and 2016 the Villages will be on a systematic review process to keep current with the 6 year inspection cycle. When necessary, new depreciation tables will be reviewed depending on market information available.

Commercial parcels will be inspected with the new lots and in conjunction with building permits in the County.

Agricultural properties will include inspections for Township 2; ranges 31, 32, 33, and 34.

Assessment Year 2018

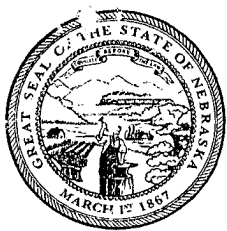
Rural parcels and rural residential parcels in townships three and four will be reviewed to complete the entire county within this three year cycle. The commercial property class will continue to be monitored with building permits and market data. For properties with special uses, a certified general appraiser will be used for appraisal work. Pritchard and Abbott Inc. will continue to provide mineral appraisal values. New record cards will be produced as each property record card is reviewed throughout the three year period.

General Office Information

Computer software and administrative systems from MIPS have been fully implemented in 2015. Two new employees are using MIPS and GIS along with the education process of Farm Service contracts and land uses. The office has implemented a new web-site with GIS workshop; hitchcock.gisworkshop.com

The owners of property have been very positive concerning the new web-site and enjoy the information available on line. Education on market analyses and assessment processes have been positive with taxpayers.

Sales review processes include; 1. Deed recording, ownership transfers on property record cards, GIS splits and land use updates if applicable, sales questionnaires are sent to the buyers and sellers and recorded upon return of information.



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF REVENUE
Kim Conroy, Tax Commissioner
PROPERTY ASSESSMENT DIVISION, **Ruth A. Sorensen**, Administrator
PO Box 98919 • Lincoln, Nebraska 68509-8919
Phone: 402-471-5984 • Fax 402-471-5993
revenue.ne.gov/PAD

February 27, 2014

Hitchcock County Assessor
Judy McDonald
PO Box 248
Trenton, NE 69044

Dear Judy:

Thank you for the update regarding the progress of your inspection cycle. As I understand, you had originally intended to complete the inspection cycle for assessment year 2014, but have been unable to do so and now intend to have the work complete by 2015.

The Department of Revenue, Property Assessment Division staff will review your next three year plan to ensure that the work is scheduled and prioritized for completion no later than March 19, 2015. Your field liaison will also continue to work with you to ensure that you are on track for the revised completion date and to ensure that future inspection are completed in compliance with Neb. Rev. Statute §77-1311.03.

Should you wish to discuss this matter further on an informal basis, please feel free to contact me directly.

For The Tax Commissioner

Sincerely,

A handwritten signature in black ink, appearing to read "Ruth A. Sorensen", with a long horizontal flourish extending to the right.

Ruth A Sorensen
Property Tax Administrator
402-471-5962
ruth.sorensen@nebraska.gov

cc: Hitchcock County Board

Judy K. McDonald
Hitchcock County Assessor
judy.mcdonald@hitchcock.naone.org

Cynthia McCorkle
Chief Deputy Assessor
cindy.mccorkle@hitchcock.naone.org

PO Box 248 ~ Trenton, NE 69044
Phone: 308-334-5219 ~ Fax: 308-334-5784
www.hitchcockrealproperty.nebraska.gov

October 31, 2013

Denny Donner
P.O. Box 98919
Lincoln, Nebraska 68509-8919

Dear Denny,

We are in the process of reviewing our rural improvements since they have not been reviewed since 2000 or before. To date we have been to approximately half of the rural properties. Our plan is to complete the rural review for 2014, weather permitting.

Culbertson and approximately 50 parcels in Palisade are on our list to do a complete review for 2014. The County Board gave us \$10,000 to hire two part-time employees but to date no one has applied. We will do our best to complete the review but if no one applies it may be 2015 before it is completed.

If we get the rural, Culbertson and Palisade properties reviewed the entire county will have been reviewed since 2011.

Areas	Last Done	Next Review
Stratton	2011	2015
Trenton	2011	2015
Culbertson	2006/2013 hopefully	2017
Palisade	2011 (all but 50 parcels)	2016
Rural improvements	2000 or prior/2013 in progress	2018
Laker's North Shore	2009	2014
Good Life Marina	2012	2016

Judy McDonald

From: Judy McDonald <judy.mcdonald@hitchcock.nacone.org>
Sent: Wednesday, February 19, 2014 9:28 AM
To: Denny.Donner@nebraska.gov
Cc: Scott, Sarah
Subject: Inspection Cycle

Denny,

Due to our best efforts we will not be able to complete the inspection cycle for 2014. We have twenty Precincts and have physically inspected the following: Eden, Palisade, Beverly, Pleasant Hill, Blackwood, Webster, Union, Freedom, Stratton, Pleasant View, Driftwood and one half of Culbertson. We were unable to inspect any properties in Culbertson Village.

We did not receive any applications in our attempt to hire personnel to help with the review. We were forced to do it in house in addition to our other duties. Therefore, our attempt to complete this project was slowed down considerably. The review will be completed for the 2015 tax year.

Judy

Judy K McDonald
Hitchcock County Assessor
PO Box 248
Trenton, NE 69044
308-334-5219



HITCHCOCK COUNTY BOARD OF COMMISSIONERS
229 EAST D STREET
P.O. BOX 248
TRENTON NE 69044

Phone: 308/334-5646

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District #1
Paul Nichols

District #2
Ronald Wertz

District #3
Scott McDonald

October 29, 2013

Hitchcock County Assessor's Office
Attn: Judy McDonald
PO Box 248
Trenton, NE 69044

Dear Mrs. McDonald:

As you were unavailable for the October 21st, 2013 board meeting, we are requesting your written response to the following questions on or before November 4, 2013.

- Have you hired re-appraisal help? Status?
- To date, what percentage of rural residential properties have been inspected and the information entered onto the property record?
- What percentage of all real properties will be reviewed, valuations adjusted and/or corrected and entered on to the respective property records before change in valuations are mailed in June 2014?
- Have your costing/valuation computer glitches been repaired?
- Have you addressed your overtime issues?
 - a) have you determined whether or not your employees are entitled to overtime?
 - b) if they are not entitled to overtime, what administrative exemption are they categorized under pursuant to the Fair Labor Standards Act?
 - c) if your employees are entitled to overtime, have they been advised that they have a choice to receive time and one half in compensatory time or payment of time and one half of their hourly wage?

A handwritten signature in cursive script that reads "Scott McDonald".

Scott McDonald
Chair