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# Assessment Year 2025

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## Record of Proceedings of the City Board of Equalization

### **PROCEEDINGS OF CITY OF \_\_\_ Drayton, ND \_\_\_ BOARD OF EQUALIZATION**

*The Board of Equalization met on April 14, 2026 (day, month, year) at 7 o'clock pm (am/pm) at HG Johnson Hall Community Center (location)*

*Individuals present:*

*Mayor Olson, Council Members: Brandon Weimer, Tami Van Camp, Brad Nelson, And Tom Halcrow. Not present: Michael Larson, Jordan Grundstrom.*

*Others Present: Lisa Keney, Pembina County Tax Director and Assessor; Sonia Misialek, Drayton City Auditor.*

*Mayor Olson called the meeting to order at 7pm.*

*Lisa Keney presented the City of Drayton Assessment Report detailing: Property Sales Overview, Comercial Sales Commentary regarding the Drayton Motel, Revalued properties, Adjustments to all commercial structures by 3%, and sales ratios.*

*Lisa then opened up for questions. She explained the process of assessing a property starts with replacement costs for a property. This includes home, garaqe(s), concrete driveways, additions,etc. Discussion ensued regarding both general and personal questions around properties.*

*Motion to agree and accept the assessments was made by Weimer, seconded by T. Van Camp, all in favor.*

*Motion to adjourn was made by T. Van Camp, seconded by Nelson, all in favor.*

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# City of \_\_\_\_\_ Drayton \_\_\_\_\_ , Pembina County, North Dakota

## CITY BOARD OF EQUALIZATION (North Dakota Century Code-Chapter 57-11)

### 57-11-01. Membership of board – Meeting.

1. The board of equalization of a city consists of the members of the governing body, and shall meet at the usual place of meeting of the governing body of the city within the first fifteen days of April of each year. The executive officer of the governing body shall act as chairman, but in the executive officer's absence the governing body may elect one of its members to preside. A majority of the board constitutes a quorum to transact business, and it may adjourn from day to day until its work is completed. If a quorum is not present at any time, the clerk may adjourn from day to day and publicly announce the time to which the meeting is adjourned.
2. If the same person performs the duties of assessor for two or more cities or townships, the city auditor may, after consultation with the assessor involved, designate the hour and day in the month of April at which the meeting provided for in subsection 1 must be held for each city board of equalization; provided, that notice of the hour and day must be published in the official newspaper of the political subdivisions involved and posted at the usual place of meeting by the city auditor at least ten days before the meeting.

### 57-11-02. Duties of auditor.

The city auditor, as clerk, shall keep an accurate record of all

changes made in valuation, and of all other proceedings, and, within ten days after the completion of the equalization of the assessment, shall deliver the assessments as equalized to the county auditor of the county in which the city is situated, with the city auditor's certificate that the assessments are correct as equalized by the city board of equalization. The assessment as equalized must be accepted by the board of county commissioners in lieu of all other assessment rolls for the property in said city.

### 57-11-03. Duties of the board.

At its meeting, the board of equalization shall proceed to equalize and correct the assessment roll. It may change the valuation and assessment of any real property upon the roll by increasing or diminishing the true and full valuation thereof as is reasonable and just to render taxation uniform. All complaints and grievances of residents of the city must be heard and decided by the board and it may make corrections as appear to be just. Complaints by nonresidents with reference to the assessment of any real property and complaints by others with reference to any assessment made after the meeting of the city board of equalization must be heard and determined by the county board of equalization.

### 57-11-07. Effect of failure of board to meet.

The failure of the board of equalization to hold its meeting does not vitiate nor invalidate any assessment or tax except as to the excess of valuation or tax thereon show to have been made or levied unjustly.

*I hereby certify that the foregoing is a correct transcript of the proceedings of the Board of Equalization of  
City of \_\_\_\_\_ Drayton \_\_\_\_\_, \_\_\_\_\_ Pembina County, North Dakota.  
In Testimony Whereof, I hereunto set my hand this \_\_\_\_\_ 14th \_\_\_\_\_ day of \_\_\_\_\_ April \_\_\_\_\_, 2026 \_\_\_\_\_.*

*Sonia Misialek*  
City Auditor