

**SECTION I**

**MISSION STATEMENT/ASSESSMENT STAFF  
AND DISTRICT ASSIGNMENTS**

**STEARNS COUNTY ASSESSOR'S OFFICE  
MISSION STATEMENT**

**OUR MISSION**

To administer the county's property tax assessment program by providing for the fair and equitable appraisal and property tax classification of both real and personal property in accordance with state laws and regulations, and to provide property tax and appraisal assistance when needed by public and private entities.

**OUR VALUES**

We are professional property tax administrators promoting both integrity and honesty in our contact with the people we work with and serve.

We are a knowledgeable and responsive team of employees that works together.

We have effective communication through active listening and open dialogue.

We strive for excellence and evaluate each person's satisfaction through positive contact, equitable treatment, and by being reliable, timely, and accurate.

We are responsible individuals accountable for our work results and actions.

We perform work in an ethical manner and avoid conflicts of interest.

We are objective and open to suggestions and ideas.

We are flexible and willing to adapt to changes in procedures, processes, and practices.

We embrace the use of new technology and seek to foster work efficiencies.

We accomplish our work within legal and budgetary parameters and do not look at them as barriers.

## **PROPERTY TAXPAYERS' BILL OF RIGHTS**

Minnesota property taxpayers have some basic rights under the laws that address the assessment of both real and personal property. These rights help to promote trust in the assessment process and are a few of the performance standards that serve as the means to achieving equitable treatment. These standards guarantee that taxpayers have the right to know, to due process, to redress, and to confidentiality.

Like other assessing departments throughout Minnesota and the United States, the Stearns County Assessor's Office acknowledges several common principles that comprise a doctrine known as the "Property Taxpayers' Bill of Rights". The following tenets have been adopted and applied by this department in an effort to facilitate an understanding of assessment practices and procedures among taxpayers. This set of standards is regularly reviewed and revised because it is a key part of the county's mass appraisal program.

Property taxpayers possess certain rights. They have the right:

- To an assessor's office with an "open door" policy.
- To a just and fair assessment of their property, conducted in accordance with Minnesota statutes and the policies and rules of the Minnesota Department of Revenue.
- To prompt and courteous attention from the assessor's office whenever they have a question concerning any aspect of their assessment.
- To a notice of valuation and classification informing them of their current property assessment.
- To an appointment with the assessor who assessed their property in order to review the assessment.
- To complete details that set forth the assessor's procedures for assessing their property, including a copy of their property record card.
- To appeal to the local board of appeal and equalization, the county board of appeal and equalization, and the Minnesota Tax Court if they feel aggrieved.
- To an assessor's office that disseminates new laws and information to the public through correspondence, brochures, informational hand-outs, meetings, speaking engagements, the media, and the department's official web site.
- To an assessor's office that uses discretion and maintains confidentiality while completing work assignments.
- To be advised by the assessor's office of all of their rights as taxpayers.

Should taxpayers' opinions of the estimated market value and/or property tax classification differ from the assessor, they are encouraged to discuss their matter. Staff members will be available to answer questions and explain how to appeal if an understanding or agreement cannot be reached.

If taxpayers believe the taxes are too high, they are encouraged to make their opinions known to the proper taxing authorities at the truth-in-taxation hearings and/or seek relief, if eligible, through the property tax refund program.

**2011 STEARNS COUNTY ASSESSOR'S OFFICE DIRECTORY**

<b>County Assessor</b>	Gary Grossinger, SAMA	(320) 656-3685
<b>Assistant County Assessor</b>	Jeff Johnson, SAMA	(320) 656-3683
<b>Senior Appraisers</b>	Randy Lahr, SAMA	(320) 656-6559
	Bob Lindvall, AMA	(320) 656-3686
	Don Ramler, AMA	(320) 656-3689
	Tina Diedrich-VonEschen, SAMA	(320) 656-3690
<b>Appraisers</b>	Mike Cebulla, CMA	(320) 656-3684
	Steve Chmielewski, CMA	(320) 656-3691
	Cheryl Foster, AMA	(320) 656-3682
	Nancy Heinzen, CMA	(320) 656-3681
	Mark Koehn, CMA	(320) 656-3687
	Kathy Korte, CMA	(320) 656-3688
	Kelly Lemke, CMA	(320) 656-6558
<b>Assessing Technician</b>	Janet Kaschmitter	(320) 656-6557
	Jason Vaith	(320) 656-3692
<b>Office Specialist IV</b>	Mary Jacobs, CMA	(320) 656-3693
<b>Office Specialist III</b>	Barb DeRoeck	(320) 656-3680
	Joni Larson	(320) 656-3680

**Levels of State Licensure:**

**SAMA:** Senior Accredited Minnesota Assessor

**AMA:** Accredited Minnesota Appraiser

**CMAS:** Certified Minnesota Assessor Specialist

**CMA:** Certified Minnesota Assessor

## STAFF APPRAISERS' DISTRICT ASSIGNMENTS

Appraiser	District Responsibility	Local Assessor District Responsibility
Mike Cebulla	St. Joseph City St. Rosa City St. Stephen City Holding Township Millwood Township St. Wendel Township	
Steve Chmielewski	Brockway Township Collegeville Township Lynden Township Sartell City MHP	
Tina Diedrich-VonEschen (Senior Appraiser)	Waite Park City & MHP (C/I) Maine Prairie Township (C/I) Avon City (C/I) Albany Township (C/I) Avon Township (C/I)	
Cheryl Foster	Elrosa City Holdingford City & MHP Kimball City Lake Henry City & MHP Spring Hill City Crow River Township Getty Township Lake Henry Township Oak Township Wakefield Township & MHP	
Gary Grossinger (County Assessor)	Raymond Township (C/I) Cold Spring City (C/I) Holdingford City (C/I) Kimball City (C/I) Lake Henry City (C/I) Roscoe City (C/I) St. Anthony City (C/I) Spring Hill City (C/I) St. Rosa City (C/I)	St. Martin City Lake George Twp. (C/I) -Shared St. Martin Township

<b>Appraiser</b>	<b>District Responsibility</b>	<b>Local Assessor District Responsibility</b>
Gary Grossinger (County Assessor)	Spring Hill City (C/I) Fair Haven Township (C/I) Farming Township (C/I) Holding Township (C/I) Krain Township (C/I) Lake Henry Township (C/I) LeSauk Township (C/I) Luxemburg Township (C/I) Maine Prairie Township (C/I) Melrose Township (C/I) Millwood Township (C/I) Spring Hill Township (C/I) Wakefield Township (C/I) Zion Township (C/I)	
Nancy Heinzen	Cold Spring City & MHP St. Anthony City Crow Lake Township Krain Township Melrose Township St. Joseph Township	Sartell City – Shared
Jeff Johnson (Assistant County Assessor)	Albany City & MHP Brooten City (C/I) Melrose City (C/I) & MHP	
Mark Koehn	Belgrade City Brooten City Greenwald City Meire Grove City Roscoe City Albany Township Farming Township Luxemburg Township Munson Township & MHP North Fork Township Spring Hill Township Zion Township	Ashley Twp. – Shared Lake George Twp. – Shared

<b>Appraiser</b>	<b>District Responsibility</b>	<b>Local Assessor District Responsibility</b>
Kathy Korte	Freeport City Avon Township & MHP Fair Haven Township & MHP Paynesville Township & MHP	
Randy Lahr (Senior Appraiser)	Eden Valley City & MHP Rockville City Eden Lake Township & MHP Crow Lake Township (C/I) Crow River Township (C/I) North Fork Township (C/I) Belgrade City (C/I) Elrosa City (C/I) St. Stephen City (C/I)	
Bob Lindvall (Senior Appraiser)	Paynesville City & MHP Richmond City Freeport City (C/I) Greenwald City (C/I) Meire Grove City (C/I) St. Joseph City (C/I) New Munich City (C/I) Waite Park City (C/I) Brockway Township (C/I) Collegeville Township (C/I) Grove Township (C/I) Lynden Township (C/I) Munson Township (C/I) Paynesville Township (C/I) St. Joseph Township (C/I)	Sartell City (C/I) - Shared
Kelly Lemke	Avon City Melrose City Grove Township LeSauk Township & MHP Sauk Centre Township & MHP St. Joseph Township MHP	

<b>Appraiser</b>	<b>District Responsibility</b>	<b>Local Assessor District Responsibility</b>
Don Ramler (Senior Appraiser)	St. Augusta City Sauk Centre City & MHP Getty Township (C/I) Oak Township (C/I) Sauk Centre Township (C/I)	Ashley Township (C/I) - Shared

**LOCAL ASSESSOR DISTRICTS**

<b><u>District</u></b>	<b><u>Status</u></b>
Sartell City	Independent Contractor
St. Martin City	Independent Contractor
Ashley Township	Independent Contractor
Lake George Township	Independent Contractor
St. Martin Township	Independent Contractor

## 2011 Township Parcel Count

Township	Total Parcels	Residential	Agricultural	RV/MF Land	Seasonal	Comm/ Ind/Apt	Exempt
Albany	608	225	322	5	10	24	22
Ashley	319	39	241	7	0	4	28
Avon	1,198	699	262	26	144	27	40
Brockway	1,431	930	406	28	22	28	17
Collegetown	1,259	668	190	49	314	12	26
Crow Lake	438	114	246	31	1	18	28
Crow River	341	70	231	16	2	5	17
Eden Lake	1,442	530	325	17	522	15	33
Fair Haven	1,048	518	264	34	192	14	26
Farming	625	198	373	16	5	20	13
Getty	323	38	255	2	1	6	21
Grove	418	83	291	4	1	21	18
Holding	765	257	423	18	45	5	17
Krain	585	162	380	7	12	8	16
Lake George	319	37	214	39	2	12	15
Lake Henry	264	17	233	4	0	5	5
LeSauk	727	594	95	6	13	8	11
Luxemburg	422	93	302	2	0	15	10
Lynden	1,153	700	263	19	94	60	17
Maine Prairie	1,428	548	560	39	207	34	40
Melrose	605	175	303	23	84	5	15
Millwood	766	237	320	21	161	8	19
Munson	1,437	564	291	20	501	37	24
North Fork	322	32	249	15	1	5	20
Oak	440	99	278	1	23	9	30
Paynesville	1,537	737	251	29	364	99	57
Raymond	283	27	210	5	3	6	32
St Joseph	860	458	230	23	7	117	25
St Martin	326	57	246	10	1	6	6
St Wendel	1,088	702	280	52	16	13	25
Sauk Centre	802	387	269	5	83	52	6
Spring Hill	292	20	253	5	3	7	4
Wakefield	1,618	1,022	225	16	254	67	34
Zion	297	28	237	5	1	8	18
<b>Township Totals</b>	<b>25,786</b>	<b>11,065</b>	<b>9,518</b>	<b>599</b>	<b>3,089</b>	<b>780</b>	<b>735</b>
*excludes state assessed parcels & some exempt properties							

### 2011 City Parcel Count

City	Total Parcels	Residential	Agricultural	RV/MF Land	Seasonal	Comm/ Ind/Apt	Exempt
Albany	1,204	984	19	0	2	136	63
Avon	795	667	4	0	10	80	34
Belgrade	458	290	6	0	2	101	59
Brooten	478	313	24	0	0	106	35
Cold Spring	1,699	1,430	4	0	0	186	79
Eden Valley	231	178	15	0	0	18	20
Elrosa	149	104	2	0	0	32	11
Freeport	412	293	30	0	0	62	27
Greenwald	157	100	23	0	1	17	16
Holdingsford	414	325	11	0	1	43	34
Kimball	480	361	17	0	0	67	35
Lake Henry	70	47	4	0	0	11	8
Meire Grove	97	63	12	0	0	13	9
Melrose	1,453	1,080	40	0	0	185	148
New Munich	237	170	12	0	0	25	30
Paynesville	1,284	936	30	0	4	232	82
Richmond	718	598	8	0	6	77	29
Rockville	1,322	821	222	23	120	82	54
Roscoe	88	63	6	0	0	8	11
St. Anthony	50	35	6	0	0	5	4
St. Augusta	1,817	1,480	246	17	10	40	24
St. Joseph	2,056	1,718	43	0	1	194	100
St. Martin	198	139	18	0	0	28	13
St. Rosa	45	30	4	0	0	5	6
St. Stephen	396	308	40	9	1	21	17
Sartell	4,969	4,620	29	3	0	234	83
Sauk Centre	2,108	1,637	27	3	19	282	140
Spring Hill	67	39	15	0	1	4	8
Waite Park	2,373	1,684	41	7	12	531	98
<b>City Totals</b>	<b>25,825</b>	<b>20,513</b>	<b>958</b>	<b>62</b>	<b>190</b>	<b>2,825</b>	<b>1,277</b>
<b>County Totals</b>	<b>51,611</b>	<b>31,578</b>	<b>10,476</b>	<b>661</b>	<b>3,279</b>	<b>3,605</b>	<b>2,012</b>
* excludes state assessed parcels & some exempt properties							