

**The North Dakota Association of Assessing Officers &  
The North Dakota Office of State Tax Commissioner  
presents**

**Course 202  
Agricultural Land Valuation**

**May 9-13, 2016**

**Comfort Inn  
1030 E. Interstate Ave.  
Bismarck, ND**

**Course Description**

Instruction includes methods for effectively using the detailed soils survey, GIS, and computerized spreadsheets to calculate agricultural land values for assessment purposes according to the provisions of North Dakota Century Code § 57-02-27.2. It also includes implementation of the agricultural land valuation process. Students are required to complete a case study.

**Student Expectations**

This course includes 30 hours of classroom instruction during which students will be expected to participate in discussions, group activities, and coursework that may include but is not limited to reading, homework problem solving, etc. both during and outside classroom hours. There is also an exam at the end of the course for which the student should be prepared.

**Education Credit**

Successful completion of this course provides 30 hours toward certification/continuing education for class I assessors (North Dakota Century Code § 57-02-01.1). Twenty-seven hours are allowed as continuing education for attending the course if the exam is not taken. Class II assessors may complete the class as continuing education.

**Outline**

- Legal descriptions and property records
- Characteristics of soils and overview of the detailed soils survey
- Development of the valuation schedule
- Development of county average values
- Geographical Information Systems (GIS) and acreage calculation
- Soils testing and mapping
- Use of modifiers
- Consideration of actual use
- Soils committees and public relations
- Case study
- Examination

**Textbook and Supplies**

Supplies necessary for the course include a calculator, mechanical pencils and notepaper. It may also be helpful to have two different-colored highlighter pens, a 12"-18" ruler and the Guide to Assessing Land in North Dakota handbook.

## Course Schedule

### Monday, May 9

9:30 – 10:00 a.m.      Registration  
10:00 a.m. – 5:00 p.m.      Instruction

### Tuesday through Thursday, May 10-12

8:00 a.m. – 5:00 p.m.      Instruction, case study

### Friday, May 13

8:00 a.m. – 11:45 a.m.      Exam

## Location and Accommodations

The course will be held at the Comfort Inn, 1030 Interstate Ave, Bismarck. For overnight accommodations, make reservations directly with the Bismarck Comfort Inn by calling 701.223.1911 or call the nationwide toll-free number 800.258.5150. Inform the reservationist that you will be attending the North Dakota Tax Department course at the Comfort Inn. The block of rooms reserved are for the Comfort Inn only (not the Comfort Inn and Suites).

## Course Instructor

Dustin Bakken, Property Tax Specialist, has been with the North Dakota Office of the State Tax Commissioner since 2014. Prior to moving to Bismarck, he was the Director of Tax Equalization for Stutsman County for 3 years and worked in the commercial construction industry for 13 years performing a variety of tasks including estimating and project management.

## Registration Information

1. Students must register online. Go to [www.nd.gov/tax](http://www.nd.gov/tax). Click on For Local Governments, Education, Course 202 - Agricultural Land Valuation.
2. Checks must be made payable to NDAAO (North Dakota Association of Assessing Officers).
3. Please remit payment to: **Carla Broadland, NDAAO Treasurer, Wahpeton City Assessor's Office, PO Box 490, Wahpeton, ND 58074-0490.**

The registration fee is \$200.00. Enrollment is limited to 45 students.

\* Assessment personnel needing to complete a commercial appraisal course for attaining certification status have priority for enrollment.

## For Information

Contact:

Marci Gilstad, Tax Service Specialist  
Property Tax Division  
Office of State Tax Commissioner  
701.328.2622 or  
877.328.7088, option 6 (in North Dakota)  
E-mail: [mgilstad@nd.gov](mailto:mgilstad@nd.gov)  
Hearing/Speech Impaired 800.366.6888  
(TTY Relay ND)

# Registration Form

## Course 202 Agricultural Land Valuation

May 9-13, 2016

Name \_\_\_\_\_

Title \_\_\_\_\_

Jurisdiction/Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

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**Registration Fee: \$ 200.00**

**\*Make check payable to NDAAO.**

**Submit Registration Form by April 25, 2016. Payment may be brought to class.**

For further information contact:  
Marci Gilstad at 701.328.2622  
or at [mgilstad@nd.gov](mailto:mgilstad@nd.gov)

Mail registration to:

North Dakota Office of State Tax Commissioner  
Property Tax Division  
600 E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0599