

**State Board of Assessors  
Meeting Minutes  
Webex Meeting  
Tuesday, January 12, 2021**

Chairperson Gregg Larson convened the meeting at 8:45am.

Board members in attendance:

Gary Amundson	Joy Kanne
Andrea Fish	Gregg Larson
Matt Gersemehl	Mike Reed
Jane Grossinger	Lori Schwendemann

Charlie Blekre was unable to attend.

Introduction of new Board member, Matthew Gersemehl.

Agenda for the January 12, 2021 meeting was reviewed. Mike Reed moved to approve the agenda. Joy Kanne seconded the motion. The motion carried.

Minutes of the November 19, 2020 meeting were reviewed. Andrea Fish moved to approve the minutes. Jane Grossinger seconded the motion. The motion carried.

### **Election of Officers**

- **Nomination for Vice Chair:** Gary Amundson made a motion to nominate Joy Kanne for vice chair. Mike Reed seconded the nomination. The motion carried. Joy Kanne is the vice chair for 2021.
- **Nomination for Chair:** Jane Grossinger made a motion to nominate Gregg Larson as chair. Lori Schwendemann seconded the nomination. The motion carried. Gregg Larson is the chair for 2021.

### **Grading Committee Appointments**

- **Form Report Grading Committee:** Matt Gersemehl made a motion to reappoint the following form report committee members: Tammy Anderson, Tom Brandt, Pat Chapman (Chair), Kyle Holmes, Keith Kern, Judy Lazar, Rebecca Malmquist, Ann Miller, Dave Parsons & Tina Diedrich-Von Eschen. Mike Reed seconded the motion. The motion carried.
- **Narrative Grading Committee:** Matt Gersemehl made a motion to reappoint narrative committee members Rebecca Malmquist and Bob Wilson as chair. Mike Reed seconded the motion. The motion carried.

Patrick Chapman, MAAO President, joined the board meeting at 9:00 am.

## Updates

- **Form Report Update**

Dates	Submitted Reports	Approved Reports	Rejected Reports	Reports being Graded
July 1, 2013 – December 31, 2013	6	6	0	0
January 1, 2014 – December 31, 2014	24	24	0	0
January 1, 2015 – December 31, 2015	27	27	0	0
January 1, 2016 – December 31, 2016	57	57	0	0
January 1, 2017 – December 31, 2017	26	26	0	0
January 1, 2018 – December 31, 2018	24	24	0	0
January 1, 2019 – December 31, 2019	28	27	1	0
January 1, 2020 – December 31, 2020	41	37	4	0
January 1, 2021 – January 12, 2021	5	0	0	5
Passed Reports (7/1/2013 – 7/14/2020)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
228	181	14	5	30

- **Minnesota Campaign Finance Board:** A letter was sent in late December notifying board members of the requirement to recertify. The annual recertification must be filed after January 1, 2021, but no later than January 25, 2021.
- **MAAO Class Surveys:** Emily Squyres, MAAO Education Coordinator, sent over the 2020 MAAO course evaluations. There are 17 course evaluation documents. Gregg Larson volunteered to review the evaluations and report back to the board at the March meeting.
- **Complaint Summary:** Since November 2020, the Department of Revenue has received no new complaints. At this time all investigations have been closed, and no new cases have been opened.
- **Intern Assessors:** Per the board’s internal discussion at their November 12, 2020 board meeting, the following statements were added:
  - On the Trainee Registration page on the Board of Assessors website: “Note: Individuals working for an assessor as an intern for a short time are not required to be registered with the board as a trainee.”
  - MAAO December newsletter: “Trainee Registration Update: Individuals working for an assessor as an **intern** for a short time are not required to be registered with the board as a trainee. Individuals who do full-time assessment work for an assessor’s office are required to register with the Board within 30 days of hire to help us track the progress of meeting the requirements necessary for licensure within 3 years of first hire.”

A reminder email will be sent out to all 87 County Assessors at the beginning of February.

## Updates (cont.)

- **MAAO Curriculum & Assessor Standards Committee Update:** Gary Amundson reported the following updates:
  - Advanced Ag course moved onto phase 2 of development. The content is being sorted into modules and formatted.
  - Assessment Administration course is now owned by MAAO; the committee is working with the steering committee and the instructors/facilitators on updating this course.
  - Completed the development of the Basic Residential course.
  - Reviewing the Basic Income course that MAAO has developed.
  - Working on SAMA and CMA standards and would like someone from the board to help with this project. Joy Kanne and Andrea Fish volunteered.
- **Online Course Standards:** Joy Kanne presented the online course standards document that was created with the help of the MAAO's Curriculum committee. Joy explained that these standards need benchmarks added to the online course strands, and that a rubric could be created to show what the board requires for all online courses. The board's CEH committee will use the online course standards for future requests and to add benchmarks and will bring back their recommendations to the March board meeting.
- **MAAO's Conference Content Committee Meeting:** Jane Grossinger reported that the committee met on November 19, 2020 and discussed the Basic Ag and Basic Income courses that are being developed. Their main project right now is getting courses ready for summer seminars. Each region and committee has been asked to submit a course or topic. They also discussed how summer seminar courses may be held – virtual, in person, or both.

## Discussion Items

- **Mission & Vision Statement:** With the help of Julie Rapacki (from the Department of Revenue's Property Tax Division), the board narrowed down the wording options for a mission & vision statement. Gregg Larson & Matt Gersemehl volunteered to work together on finalizing the mission statement, and they will send the board members their final suggestion to review prior to the March board meeting.
- **Law Changes:** Andrea Fish explained that if the board wants to change or add new law this needs to be discussed at a board meeting, ideally at the May board meeting for subsequent year changes. This would give the board, its attorneys, and stakeholders plenty of time to prepare the law to present to Legislature at its next regular session, which normally starts in January or February.
- **CMA/AMA 7/1/2022 discussions:** Andrea Fish reported that a meeting with MAAO, MAAP, and DOR will be held in February, to look globally at those people that are licensed but not assessing. The goal of this first meeting will be to discuss considerations for licensed individuals who are not assessors, to proactively determine avenues forward if those licensees do not receive their AMA license by statutory deadlines. The group will plan for additional meetings to discuss next steps as needed.

## Discussion Items (cont.)

- **Licensure Course Review:**
  - Jane Grossinger volunteered to review the Fundamentals of Real Property Appraisal course sponsored by IAAO.
  - Matt Gersemehl volunteered to review two IAAO courses: Assessment Administration and Course 312: Commercial/Industrial Modeling.
  - Lori Schwendemann volunteered to review two Property Type Specific courses sponsored by Kaplan: Residential Market Analysis and Highest & Best Use, and Residential Site Valuation & Cost Approach.
  - Joy Kanne brought to board's attention that while she is the instructor at the Mass Appraisal Basics course, she receives feedback from the students on how frustrating it is when taking Principles and Procedures. The students have a hard time connecting the class to what their job is. She would like to look at the courses, to determine whether they are meeting the board's standards, how to make it a meaningful education, and to help new assessors who are not connecting the appraisal course to their assessment work. Joy volunteered to look for other options for these two required courses. Matt Gersemehl and Lori Schwendemann volunteered to assist Joy.

## Approved Continuing Education Hours Requests

- **2021 Minnesota Commercial Real Estate Road to Recover & Economic Forecast Summit:** Ashley Gunderson requested the board review this summit, sponsored by MN Real Estate Journal, that was held online on January 7, 2021 for continuing education. The board's continuing education committee approved this summit for 3 continuing education hours.
- **McKissock Online Courses:** Joy Kanne requested the board review nine McKissock online courses for continuing education hours. The board's continuing education committee approved the following nine courses for continuing education.
  - Appraisal of Industrial and Flex Buildings (7 hours)
  - Appraisal of Industrial Incubators (7 hours)
  - Appraisal Subject Matter Electives (20 hours)
  - Expert Witness for Commercial Appraisers - Subject Matter Electives (15 hours)
  - Intro to Expert Witness Testimony for Appraisers: To Do or Not to Do (4 hours)
  - New Construction Essentials: Luxury Homes (3 hours)
  - Residential Market Highest and Best Use Analysis (15 hours)
  - The Basics of Expert Witness for Commercial Appraisers (7 hours)
  - The Fundamentals of Appraising Luxury Homes (4 hours)

### **Request for Licensure Course Approval**

- **Strategic Effectiveness for Aspiring Leaders:** Jesse Larson requested the board review this course sponsored by Minnesota Management & Budget Enterprise Talent Development, as an option for the Management and Leadership course and 30 continuing education hours. Lori Schwendemann made the motion to approve the Strategic Effectiveness for Aspiring Leaders course as recommended. Joy Kanne seconded the motion. The motion carried.
- **Management Certificate:** The board reviewed this certificate program, sponsored by Normandale Community College, as an option for the Management and Leadership course and 30 continuing education hours. Matt Gersemehl made the motion to approve the Management Certificate as recommended. Mike Reed seconded the motion. The motion carried.

### **Application for Certified Minnesota Assessor**

Andrea Fish made a motion to award the Certified Minnesota Assessor license to the following individuals.

**Amie Davis**, Dakota County

**Jolene Devitt**, Todd County

**Steve Hanson**, Crow Wing County

**Christopher Joelson**, St Louis County

**Jessica Laue**, Martin County

**Tichaona Majiwa**, City of Minneapolis

**Tyler Swanson**, Lake of the Woods County

Jane Grossinger seconded the motion. The motion carried.

### **Applications for Accredited Minnesota Assessor**

Andrea Fish made a motion to award the Accredited Minnesota Assessor license to the following individuals.

**Jeff Bjerk**, Mahnommen County

**Lisa Glass**, Minnesota Department of Revenue

Mike Reed seconded the motion. The motion carried.

### **Applications for Senior Accredited Minnesota Assessor**

Mike Reed made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Mark Buysse**, Lyon County

Lori Schwendemann seconded the motion. The motion carried.

Joy Kanne made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**William Hilback**, Itasca County

Gary Amundson seconded the motion. The motion carried.

The chairperson set the next meeting date as Tuesday, March 9, 2021 as a virtual meeting and will begin at 8:30 am.

Jane Grossinger made a motion to pay the expenses for the meeting. Mike Reed seconded the motion. The motion carried.

Lori Schwendemann made a motion to adjourn the meeting. Matt Gersemehl seconded the motion. The motion carried.