

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, May 11, 2021**

Chairperson Gregg Larson convened the meeting at 8:30am.

Board members in attendance:

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

Gary Amundson joined virtually.

Charlie Blekre was unable to attend.

Agenda for the May 11, 2021 meeting was reviewed. Lori Schwendemann moved to approve the agenda. Jane Grossinger seconded the motion. The motion carried.

Minutes of the March 9, 2021 meeting were reviewed. Joy Kanne moved to approve the minutes. 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	40	36	4	0
January 1, 2021 – May 11, 2021	22	16	3	3
Passed Reports (7/1/2013 – May 11, 2021)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
249	190	14	5	42

Updates (cont.)

- **Form Report Grader:** Mark Vagts has completed the form report graders training and will start grading reports.
- **Newsletter:** The 2021 April newsletter was sent out via email on April 21, 2021 to 893 assessors.
- **Complaint Summary:** Since March 2021, the Department of Revenue has received no new complaints. At this time, all investigations have been closed, and no new cases have been opened.
- **Assessor Licensure Standards:** The working group is working on the leadership segment and appraisal skills for SAMA standards.
- **MAAO Curriculum & Assessor Standards Committee:** Nothing new to report.

Discussion Items

- **CMA/AMA 7/1/2022 Deadline:** Board members, MAAO, MAAP, and the Department of Revenue have been discussing options for licensed individuals not doing assessment work going forward. Multiple options were discussed, including possibly creating licensure indicators, looking to future paths for non-assessing individuals, or moving assessors automatically to record-retention after 5 years if the AMA is not achieved.

Gary Amundson made a motion that beginning July 1, 2022, any assessor who does not achieve their AMA after 5 years will have an inactive license status. Andrea Fish seconded the motion. The motion carried with two nays.

- **Reminders for AMA Deadline Date:** The board was asked if a reminder should be sent out to those that need to get their AMA by July 1, 2022. Andrea Fish moved to send out a list of assessors who need their AMA prior to July 2022 to all County Assessors. Matt Gersemehl seconded the motion. The motion carried.
- **Vision Statement:** Andrea Fish made a motion to adopt the Board Vision Statement: "Minnesota property assessment is equitable, uniform, and transparent." Matt Gersemehl seconded the motion. The motion carried.
- **Board Goals:** Gregg Larson and Joy Kanne presented the board's plan for work to accomplish during the remainder of this year. Jane Grossinger made a motion to approve the work plan for the remainder of 2021. Mike Reed seconded the motion. The motion carried.
- **Board Bylaws:** Gregg Larson and Matt Gersemehl presented an outline for the bylaws draft that addressed succession planning and other procedural matters. Gregg and Matt will work on finalizing the bylaws and bring to the July meeting for the board to review.
- **Fundamentals of Real Property Appraisal Course vs Basic Appraisal Procedures:** Jane Grossinger presented her findings on the comparison of these two courses. While this has some differences to other courses, the board determined it satisfied requirements to remain an approved licensure course.

Discussion Items (cont.)

- **IAAO Assessment Administration:** Andrea Fish presented her findings and opinion that this course meets the management & leadership SAMA course requirements. Matt Gersemehl made a motion to approve this course as a management & leadership course. Mike Reed seconded the motion. The motion carried.
- **Minnesota Assessment Administration:** MAAO cancelled the Fall 2021 offering of this course as only two assessors registered to take it.
- **Education Survey:** Joy Kanne, Matt Gersemehl and Lori Schwendemann presented an education survey to be sent out to county and city assessors. The board members discussed the survey, made some suggestions, and were enthusiastic about the survey.

Appointments with the Board

- **DOR Updates:** Jessi Glancey, Training & Outreach Coordinator from the Department of Revenue, shared her findings on the online standards and how they worked with virtual ALP, the plan for Ethics & PACE for the current licensing cycle, and the assessor standards being developed for SAMA. Gregg Larson will contact Jessi to go over the online standards, to work on improving them, and bring the revisions to the standards to the July board meeting.

Approved Continuing Education Hours Requests

- **2021 NCRAAO Conference:** The board's continuing education committee approved 3 continuing education hours for this conference, sponsored by North Central Regional Association of Assessing Officers (NCRAAO), that will be held virtually on June 22-23, 2021.
- **MAAO Summer Seminar Conference:** The board's continuing education committee approved 2-4 continuing education hours for this conference that will be held on May 26-27, 2021 in St Cloud.
- **Workshop 171: IAAO Standards of Professional Practice and Ethics:** The board's continuing education committee approved 2 continuing education hours for this online workshop, sponsored by IAAO.

Denied Continuing Education Hours Requests

- **2021 16th Annual Minnesota Apartment Summit:** The board's continuing education committee denied hours for this summit, sponsored by MN Real Estate Journal. The consensus of the CEH committee was that this summit did not have enough hours of assessment-related education.

Request for Licensure Course Approval

- **General Appraiser Report Writing and Case Studies:** The board reviewed this course sponsored by Appraisal Institute, to be considered as equivalent to a Property Type-Specific course and for 30 education hours.
 - Andrea Fish made a motion to deny this course as a Property-Type specific course. Mike Reed seconded the motion. The motion carried.
 - Andrea Fish made a motion to approve this course for 30 continuing education hours. Mike Reed seconded the motion. The motion carried.

- **General Appraisal Market Analysis and Highest and Best Use:** The board reviewed this course sponsored by Appraisal Institute, to be considered as equivalent to a Property Type-Specific course and for 30 education hours.
 - Andrea Fish made a motion to deny this course as a Property-Type specific course. Mike Reed seconded the motion. The motion carried.
 - Andrea Fish made a motion to approve this course for 30 continuing education hours. Mike Reed seconded the motion. The motion carried.

- **Fundamentals of Supervision and Management:** The board reviewed this course sponsored by Normandale Community College to be considered as equivalent to a Management & Leadership Course. Matt Gersemehl made a motion to approve. Joy Kanne seconded the motion. The motion carried.

Request for Real Estate Degree Approval

- Landon Bresnahan requested the board review a B.S. in Real Estate Property Management degree from the University of Wisconsin - Stout, as equivalent to a 4-year Real Estate Degree qualifying for licensure. Matt Gersemehl made the motion to approve for Principles & Procedures but deny the request for the narrative report. Joy Kanne 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.

- **Karolyn Bendickson**, Freeborn County
- **Carolyn Borst**, Rice County
- **Nicole Felten**, St Louis County
- **Cole Fischer**, City of St Cloud
- **James Heil**, Brown County
- **Tim Kloncz**, City of St Michael
- **Kimberly Kylander**, Pine County
- **Danielle Lord**, Chisago County
- **Todd Manninen**, St Louis County
- **Kimberly Murphy**, Pipestone County
- **Benjamin Nelson**, City of Minneapolis
- **Patrick Pierret**, Goodhue County
- **Laura Williams**, City of Minneapolis

Jane Grossinger seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

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

- **Alyssa Gustafson**, Kittson County
- **Troy Halter**, Ramsey County
- **Katrina Herr**, Ramsey County
- **Brian Messer**, City of Minneapolis

Andrea Fish seconded the motion. The motion carried.

Applications for Senior Accredited Minnesota Assessor

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

- **Ryan Johnson**, Carver County

Matt Gersemehl seconded the motion. The motion carried.

Lori Schwendemann made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Melanie Putz**, City of Minnetonka

Mike Reed seconded the motion. The motion carried.

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

- **Ron Volkman**, Winona County

Andrea Fish seconded the motion. The motion carried.

The chairperson set the next meeting date as Tuesday, July 13, 2021 at the St. Michael City Center in St. Michael, MN at 8:30 am.

Andrea Fish 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.