

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, July 13, 2021**

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

Board members in attendance:

Gary Amundson Jane Grossinger
 Charlie Blekre Gregg Larson
 Andrea Fish Mike Reed
 Matt Gersemehl Lori Schwendemann

Joy Kanne was unable to attend.

Agenda for the July 13, 2021 meeting was reviewed. Lori Schwendemann moved to approve the agenda. Andrea Fish seconded the motion. The motion carried.

Minutes of the May 11, 2021 meeting were reviewed. Charlie Blekre moved to approve the minutes. Jane Grossinger 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	28	0	0
January 1, 2020 – December 31, 2020	41	41	0	0
January 1, 2021 – July 13, 2021	43	33	6	4
Passed Reports (7/1/2013 – 7/13/2021)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
266	194	14	5	54

- **2021 Law Changes:**
 - Biennial report to include disciplinary actions instead of being reported separately.
 - Remove record retention fee from fees.
 - PACE language update to be 30 hours of Commissioner-approved education instead of specifically, a single one-week course.
- **IAAO Assessment Administration Course:** This course was added to the board-approved Management & Leadership course list. It can be used for either the Assessment Administration or Management & Leadership SAMA licensure requirement.
- **CMA/AMA Deadline Policy:** The policy created at the May board meeting was added to the board's policy document on the Board of Assessors website.
- **MAAO Executive Board Meeting Update:** Jane Grossinger reported from meeting; the executive board discussed moving assessors through the process to AMA licensure requirements.
- **Complaint Summary:** Since May 2021, the Department of Revenue has received one homestead complaint. At this time, all investigations have been closed, and no new cases have been opened.
- **Assessor Licensure Standards:** The committee is close to finalizing the SAMA standards. The assessment skills portion is nearly complete, and the leadership/management section is underway. They have started working on the CMA standards.
- **MAAO Curriculum & Assessor Standards Committee:**
 - Moving forward with the review/update of Mass Appraisal.
 - Basic Income, Residential 101, and Advanced Ag to be taught this year.

Discussion Items

- **AMA Deadline for July 1, 2022:** The board discussed options to possibly accommodate assessors prior to July 1, 2022 if applications are received after the board's May 2022 meeting. Mike Reed made a motion, contingent on legal review, to allow an administrative decision on the applications. Charlie Blekre seconded the motion. Jane amended the motion to include: a list of names will be included in the agenda and minutes at the subsequent board meeting. Mike Reed accepted the amendment. Lori Schwendemann pointed out that the effective date would need to be based on the date they submit and pay for their license applications. The motion carried.
- **Reinstatement Policy:**

Andrea made a motion to adjust our reinstatement policy to add clarity to education requirements for reinstatement. Mike seconded the motion. The motion carried.

The board discussed a reinstatement policy that someone who achieved AMA prior to the requirements for property type-specific courses may need to successfully complete those courses prior to reinstatement. SAMAs who achieved SAMA prior to the requirement for leadership courses may need to take those courses prior to being reinstated. The board also noted that the policy only applies to AMA and SAMA. Beginning with the July 1, 2022 licensing year, no CMA will be able to reinstate a license at the CMA level after five years; they will have to achieve AMA instead.

The board also discussed having Bobbi as Board Administrator and Andrea review possible scenarios in case the policy needs modification to address unanticipated scenarios.

Discussion Items (cont.)

- **Commercial Course Options:** Matt Gersemehl volunteered to bring some commercial course options for the board to review at the September board meeting.
- **Online Course Checklist:** Gregg Larson reviewed the final draft and answered any questions the board members had. Gary Amundson made a motion to approve the checklist. Jane Grossinger seconded the motion. The motion carried.
- **Board Work Plan:** Gregg Larson provided a revised list for future items to work on by the board.
- **Board Bylaws:** Gregg Larson reviewed the draft bylaws with the board. He will coordinate with Matt Gersemehl on the few revisions suggested, and will provide the bylaws to the board members at the September meeting.
- **IAAO Course Review:** Matt Gersemehl will present his findings on the IAAO courses he reviewed at the September board meeting.

Approved Continuing Education Hours Requests

- **22nd Annual Real Estate Trends Seminar (Commercial/General Session):** Christine Mackaman requested the board review this seminar, sponsored by North Star Chapter of the Appraisal Institute, that will be held on August 4, 2021 in St Paul, MN for continuing education. The board's continuing education committee approved this seminar for 7 continuing education hours.
- **2021 Fall Conference:** Jean Popp requested the board review the seminars, sponsored by MAAO, that will be held on September 26-29, 2021 in Breezy Point, MN for continuing education. The board's continuing education committee approved all of the seminars for 2-4 continuing education hours.
- **Appraisal of REO & Foreclosure Properties:** Pat Chapman requested the board review this online seminar, sponsored by McKissock, for continuing education. The board's continuing education committee approved this seminar for 7 continuing education hours.
- **IAAO Annual GIS/Valuation Technologies Conference:** Randy Lahr requested the board review this virtual conference, sponsored by IAAO for continuing education. The board's continuing education committee approved this conference for 20 continuing education hours, based on the seminars Randy Lahr attended.
- **Minnesota Commercial/Industrial Pricing School:** Stan Moellers requested the board review this seminar, sponsored by Vanguard Appraisal, Inc, that was held on June 8, 2021 in St Cloud, MN for continuing education. The board's continuing education committee approved this seminar for 8 continuing education hours.
- **Tiny House: Is it a Phase or Craze?:** Vanessa Thompson requested the board review this online seminar, sponsored by Kaplan, for continuing education. The board's continuing education committee approved this seminar for 4 continuing education hours.

Approved Licensure Course Request

- **Practical Applications in Appraising Green Commercial Buildings:** Lisa Olmen requested the board review this virtual course, sponsored by Appraisal Institute, to be considered as equivalent to a Property Type Specific course and 15 continuing education hours. The course was offered on June 23-24, 2021, prior to the board's July 13, 2021 board meeting. The board members reviewed the course materials via email, and communicated that they all approved this course, as equivalent to a Property Type Specific course and 15 continuing education hours.

Request for Continuing Education

- **An Introduction the Theory & Practice of Regulation Seminars:** Holly Soderbeck requested the board review these online seminars, sponsored by National Regulatory Research Institute, for 8 continuing education hours. Jane Grossinger made a motion to approve the seminars. Matt Gersemehl seconded the motion. The motion carried.

Request for Licensure Course

- **Basic Income Approach:** Amanda Dutcher, MAAO Education Coordinator, requested the board review this course, sponsored by MAAO, to be considered as an income course and 30 continuing education hours. Matt Gersemehl made a motion to approve this course. 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.

- **McKenna Cech**, Freeborn County
- **Dan Cook**, Mahnomen County
- **Emily Nelson**, Meeker County
- **James Warden**, Isanti County
- **Andrea Wellnitz**, Watonwan County
- **Eric Wuotila**, Chisago County

Gary Amundson seconded the motion. The motion carried.

Application for Temporary Minnesota Assessor

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

- **Alex Oldefendt**, City of Eden Prairie

Lori Schwendemann seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

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

- **Eric Beier**, Clearwater County
- **Cassidy Chiodo**, Hennepin County
- **Matt Commerford**, Grant County
- **John Meyer**, Nobles County
- **Katelyn Nytes**, Scott County
- **Jon Ulman**, City of Minneapolis
- **Daniel Vang**, Ramsey County

Mike Reed seconded the motion. The motion carried.

Applications for Senior Accredited Minnesota Assessor

Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Jesse Larson**, MN Department of Revenue

Gary Amundson seconded the motion. The motion carried.

The chairperson set the next meeting date as September 21, 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. Matt Gersemehl seconded the motion. The motion carried.

Mike Reed made a motion to adjourn the meeting. Lori Schwendemann seconded the motion. The motion carried.