

**State Board of Assessors  
Meeting Minutes  
St. Michael City Center  
Tuesday, September 21, 2021**

Vice Chairperson Joy Kanne convened the meeting at 8:57am.

Board members in attendance:

Charlie Blekre      Jane Grossinger  
Andrea Fish        Joy Kanne  
Matt Gersemehl    Lori Schwendemann

Gary Amundson joined the meeting virtually.

Gregg Larson & Mike Reed were unable to attend.

Agenda for the September 21, 2021 meeting was reviewed. Jane Grossinger moved to approve the agenda. Andrea Fish seconded the motion. The motion carried.

Minutes of the July 13, 2021 meeting were reviewed. Andrea Fish made a motion to amend the minutes to remove the ethics provision of the reinstatement policy in the July meeting minutes that will be reconsidered at the September meeting. Matt Gersemehl seconded the motion. The motion carried. Matt Gersemehl made a motion to approve the amended July 2021 minutes. Jane Grossinger seconded the motion. The motion carried.

**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 – September 21, 2021	62	52	5	5
Passed Reports (7/1/2013 – 9/21/2021)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
286	201	14	5	68

## Updates (cont.)

- **PACE Courses Update:** Reviewed the Department of Revenue’s announcement about future PACE courses.
- **Continuing Education Policies:** The update sent out to all AMAs & SAMAs from Department of Revenue in regard to the 30-hour course requirement stated the course will be titled “PACE Courses”. The board’s policy document and affected areas on the board’s website have been updated to read “PACE Courses”.
- **Online Course Development Checklist:** The final version of the online course development checklist, is now located in the Resource section, on the Board of Assessors website. A copy of the checklist was sent to Patrick Chapman and Jessi Glancey.
- **AMA Deadline Date – One Year Notice:** On July 15, 2021, an email was sent out by the board, to all official County & City Assessors, with a list of names who will be required to get their AMA by July 1, 2022. The email included a detailed explanation of what will happen to the CMA & CMAS licensed assessors who do not achieve the AMA license by their deadline date. There are 151 assessors’ that will need to meet the July 1, 2022 AMA deadline date.
- **MAAO Executive Board Meeting Update:** Jane Grossinger virtually attended the August 9-10, 2021 meeting and spoke briefly about the July 2022 AMA deadline (similar to earlier discussions that everyone needs to be aware of the deadline and that the last Board meeting to receive the AMA license will be in May 2022).
- **MAAO Region Meetings:** Matt Gersemehl suggested that the assessor board members Matt Gersemehl, Jane Grossinger, Joy Kanne, and Lori Schwendemann attend region meetings where no board members are represented. They will do a meet and greet and answer questions. Bobbi Spencer reached out to regions 2, 4, 5, 7 & 8 to schedule their visits. The regions were very open and enthusiastic to have these board members attend their meetings. Matt and Joy will be attending Region 2 and Region 5 in October. Lori and Jane will be attending Region 8 in October and Region 7 in November.
- **MAAP Conference:** Andrea Fish attended the MAAP conference, where she went over the AMA requirement and explained what will happen to a CMA license after the 5-year timeline expires. The board will continue to discuss future problem solving to change things if necessary. Would like to see more education offered for the office administration.
- **Complaint Summary:** Since July 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:** Gary Amundson reported that the CMA standards are virtually done, they are working on the leadership standards for SAMA.
- **MAAO Curriculum & Assessor Standards Committee:**
  - Mass Appraisal was reformatted and improved; the content has not changed. Committee members also created a glossary of common terms that students should know and developed a more robust case study for students to work through.
  - The committee will be touching base with the Mass Appraisal instructors after the course is offered in September to do an after-action review to discuss future changes/updates to the course.
  - Advanced Ag has been successfully taught for the first time.
  - The new Basic Income course was offered in August.

## Discussion Items

- **Accredited Minnesota Assessor Policy:** The board reviewed the policy and will not make any changes at this time.
- **Inactive Licenses:** The board will discuss options for defining “inactive” at their November meeting.
- **Board Bylaws:** Matt Gersemehl reviewed with the board the final changes to the board’s bylaws. Jane Grossinger made the motion to approve the bylaws as rewritten. Andrea Fish seconded the motion. The motion carried. The board members agreed that Gregg Larson did a great job putting the bylaws together.
- **Assessment Personnel Training and Education Practices Survey**
  - **Survey Notification:** On August 5, 2021 an email was sent out to all official county and city assessors requesting them to take the survey. There were 98 responses out of 103 that were sent the survey.
  - **Review Survey Results:** The board discussed the survey results and decided they needed more time to go over all of the data. The board will review them further at their November meeting.
  - **Fall Conference:** Matt Gersemehl and Lori Schwendemann decided it was too soon to present the results at the conference.
- **Commercial Course Options:** Matt Gersemehl requested an extension to have more time to put everything together. He will bring his findings to the November board meeting.
- **IAAO Course Review:** Matt Gersemehl requested an extension to have more time to put everything together. He will bring his findings to the November board meeting.
- **Application Process & License Approval:** The board reviewed the findings from the research completed to see if assessors’ applications needed to be approved at a board meeting. Andrea Fish made a motion that the board’s Administrator may make decisions to approve or deny all CMA, CMAS, and AMA licenses based on Rule requirements. Gary Amundson seconded the motion. The motion carried. The board agreed that a notice will be put in MAAO’s monthly newsletter with this change. The board members will bring this change to their Region meetings.
- **Reinstatement Policy:** Andrea Fish and Bobbi Spencer presented the options for the revised reinstatement policies. Jane Grossinger made a motion to approve the reinstatement policies and strike the reinstatement experience language. Lori Schwendemann seconded the motion. The motion carried.

## Approved Continuing Education Hours Requests

- **2021 MAAP Summer Workshop:** Jessi Glancey requested the board review this workshop, sponsored by Minnesota Association of Assessment Personnel (MAAP), that was held on August 19-20, 2021 in St. Cloud, MN for continuing education. The board’s continuing education committee approved this workshop for 9.5 continuing education hours.
- **2021 Vanguard User Group Meeting:** Teresa Ellerby requested the board review this meeting, sponsored by Vanguard Appraisals, Inc, that was held on October 6-7, 2021 in St. Cloud, MN for continuing education. The board’s continuing education committee approved this meeting for 7 continuing education hours.

### **Approved Continuing Education Hours Requests (cont.)**

- **22<sup>nd</sup> Annual Real Estate Trends Seminar (Residential/General Session):** Christine Mackaman requested the board review this seminar, sponsored by North Star Chapter of the Appraisal Institute, that was 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.
- **Appraisal of Medical Office Buildings:** Molly Johnson-Marion requested the board review this online seminar, sponsored by Appraisal Institute, for continuing education. The board's continuing education committee approved this seminar for 7 continuing education hours.
- **Assessing the Person:** Jean Popp requested the board review this seminar, sponsored by MAAO, that will be held at MAAO's Fall Conference on September 26-29, 2021 in Breezy Point, MN for continuing education. The board's continuing education committee approved this seminar for 4 continuing education hours.
- **Evolution of Management, Design & Modular Construction:** Jon Ulman requested the board review this online seminar, sponsored by MN Real Estate Journal, for continuing education. The board's continuing education committee approved this seminar for 4 continuing education hours.
- **Reading and Understanding Leases:** Molly Johnson-Marion requested the board review this online seminar, sponsored by IAAO, for continuing education. The board's continuing education committee approved this seminar for 7.5 continuing education hours.
- **Solving Land Puzzles:** Shelagh Stoerzinger requested the board review this seminar, sponsored by Appraisal Institute, for continuing education. The board's continuing education committee approved this seminar for 7 continuing education hours.
- **Understanding Luxury Home Features:** Stephanie Nyhus 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.
- **Wichita Property Tax Virtual Conference:** Holly Soderbeck requested the board review this conference, sponsored by Wichita State University, that was held on July 27-28, 2021 for continuing education. The board's continuing education committee approved this seminar for 6 continuing education hours.

### **Denied Continuing Education Hours Requests**

- **2021 MACATFO Summer Drainage Conference:** Mark Manderfeld requested the board review this conference sponsored by MACO for continuing education. The board's continuing education committee denied this conference for 9.5 continuing education hours. The consensus of the CEH committee was that this conference did not have enough hours of assessment related education to consider it for continuing education.

### **Request for Licensure Course**

- **Leading Sibley Together – Leadership Program:** Samantha Kral requested the board review this course, sponsored by the University of Minnesota, to be considered as management & leadership course and 15 continuing education hours. Matt Gersemehl made a motion to approve. Gary Amundson seconded the motion. The motion carried.

### **Applications for Certified Minnesota Assessor**

Jane Grossinger made a motion to award the Certified Minnesota Assessor license to the following individuals.

- **Scarlet Bennett**, Cass County
- **Lynette Gaustad**, Otter Tail County
- **Adam Heuton**, Cass County
- **William Johnson**, Blue Earth County
- **Nathan Kirchner**, Dakota County
- **Cullen Navratil**, Cass County
- **Kelly Petersen**, Houston County
- **Ryan Robinson**, Anoka County
- **Sarah Roers**, Hennepin County

Andrea Fish seconded the motion. The motion carried.

### **Applications for Certified Minnesota Assessor Specialist**

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

- **David Grev**, Cottonwood County
- **Benjamin Hansen**, Anoka County

Lori Schwendemann seconded the motion. The motion carried.

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

Charlie Blekre made a motion to award the Accredited Minnesota Assessor license to the following individuals.

- **Brian Anderson**, Steele County
- **Theodore Anderson**, Anoka County
- **Daren Belfiori**, Dakota County
- **Molly Benoit**, Pine County
- **Shannon Cairns**, St Louis County
- **Dan Cusick**, Ramsey County
- **John Denney**, Chisago County
- **Mitch Determan**, Stearns County
- **Amy Ebnet**, Todd County
- **Connie Ferguson**, City of Minneapolis
- **Kathryn Frette**, Olmsted County
- **Jean Grahek**, Ramsey County
- **Jessica Harty**, Wilkin County
- **Spencer Henle**, Lyon County
- **Michelle Hinnenkamp**, Stearns County

### **Applications for Accredited Minnesota Assessor (cont.)**

- **William Hulst**, Roseau County
- **Alisa Jacobsen**, Lake of the Woods County
- **Erin Kastner**, City of Minnetonka
- **Kayla Kleindl**, Traverse County
- **Jennifer Koskela**, Kittson County
- **Samantha Kral**, Sibley County
- **Kelly Lemke**, Pope County
- **Lisa Marschall**, Local Assessor in Becker County
- **Carissa McIlwain**, Itasca County
- **Andrea Nadeau**, Pope County
- **Brock Nelson**, Steele County
- **Andrew Olson**, St Louis County
- **Matthew Sapola**, Olmsted County
- **Lena Schaefer**, Dakota County
- **Tammy Schumacher**, Hennepin County
- **Eric Schutz**, Washington County
- **Adam Spah**, Stearns County

Andrea Fish seconded the motion. The motion carried.

### **Application for Senior Accredited Minnesota Assessor**

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

- **Elisha Long**, Isanti County

Gary Amundson seconded the motion. The motion carried.

The vice chairperson set the next meeting date as November 16, 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. Lori Schwendemann seconded the motion. The motion carried.

Andrea Fish made a motion to adjourn the meeting. Matt Gersemehl seconded the motion. The motion carried.