

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, May 10, 2022**

Vice-Chairperson Joy Kanne convened the meeting at 8:48 a.m.

Mike Reed moved to open the meeting. Jane Grossinger seconded the motion. The motion carried.

Board members in attendance:

Gary Amundson	Joy Kanne
Charlie Blekre	Mike Reed
Andrea Fish	Lori Schwendemann
Jane Grossinger	Averi Turner

Matt Gersemehl attended the meeting virtually.

Introduction of new Board member, Averi Turner.

Agenda for the May 10, 2022, meeting was reviewed. Andrea Fish moved to approve the agenda. Joy Kanne seconded the motion. The motion carried.

Minutes of the March 8, 2022, meeting were reviewed. Andrea Fish moved to approve the minutes. Mike Reed 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, 2019	192	192	0	0
January 1, 2020 – December 31, 2020	41	41	0	0
January 1, 2021 thru March 9, 2021	13	13	0	0
March 10, 2021 thru May 11, 2021	11	11	0	0
May 12, 2021 thru July 13, 2021	20	20	0	0
July 14, 2021 thru September 21, 2021	19	19	0	0
September 22, 2021 thru November 16, 2021	10	9	1	0
November 17, 2021 thru December 31, 2021	7	7	0	0
Totals for 2021	80	79	1	0
January 1, 2022 – May 10, 2022	27	24	2	4
Approved Reports (1/1/2021 – 5/10/2022)	Received AMA	Have not applied for AMA		
101	72	29		

Updates (cont.)

- **AMA Update:** There are 100 assessors that need to get their AMA by July 1, 2022.
- **Board Policy Changes:** The AMA license policy was updated with the decision made at the March meeting and put on the website and in the board members' manuals.
- **Jurisdiction Verification:** Gary Amundson confirmed that the Department of Revenue's PTCOs will include verifying current licensed assessors lists to their annual audit process with the County Assessors.
- **Outside Activity - Formal Inquiry:** The board discussed a formal inquiry from Carlton County seeking an opinion on activities that may or may not appear to create a conflict of interest, where an assessor had a business role as a real estate broker in a county where the assessor was employed. The board's executive officers responded by sending a letter to Carlton County's County Assessor on May 9, 2022.
- **Oral Interview Questions:** Andrea Fish presented the new leadership questions that were added to the oral interview. Andrea went over the reasons why additional questions were added based on leadership for the SAMA license level. The board reviewed the new oral interview questions.
- **Rule Changes:** Andrea Fish & Bobbi Spencer met with Brittany McCormick to go over the proposed rule changes. They will be meeting again in June to get the process started.
- **MAAO Executive Board Meeting Update:** There is no update at this time; the next meeting will be held on May 24, 2022.
- **Complaint Summary:** Since March 2022, the Department of Revenue has received five complaints regarding homesteads. Each of these have been forwarded to their respective counties for further investigation. At this time, all investigations have been closed, and no new cases have been opened.
- **Assessor Licensure Standards:** The board will be discussing the future of the standards at the May meeting.
- **MAAO Curriculum & Assessor Standards Committee:** There is no update at this time; the next meeting will be held at summer seminars.

Discussion Items

- **MAAO Summer Seminars:** Jane Grossinger and Lori Schwendemann will audit the classes they are taking at summer seminars and report back to the board at the July meeting.
- **First Year Exposure Checklist:** Jane Grossinger & Andrea Fish presented the revised checklist. After much discussion, it was decided that Jane will update the current document and send to Andrea for review. They will bring the updated checklist to the July meeting for review.

Discussion Items (cont.)

- **Assessors Standards:**
 - The board reviewed the current standards, and it was determined that they should be combined. Andrea Fish, Joy Kanne, and Gary Amundson will work on the revisions and bring them back to the board for review at the July meeting.
 - Jane Grossinger volunteered to present the standards at MAAO's Summer Seminar on May 25th to demonstrate the why and how to use this valuable tool.
 - The Standards are on the Assessor Licensing System; they will go live on May 24th for the demonstration.
 - An email announcement will be sent out to all licensed assessors about the standards after the May board meeting.
- **Suggested New Rule Change:** The board discussed requiring cities of the first or second class to have the appointed City Assessor possess a minimum AMA license with SAMA required within 2 years of appointment. It was decided by the board that this is a law change and does not fall under the board's duties. Matt will reach out to MAAO and DOR to suggest they pursue this law change.
- **Future Law Changes:** After reviewing all of the suggested law changes, it was decided that only one technical board law change related to the initial 2022 Accreditation requirement and waiver will be presented to the Department of Revenue's legal division for the 2023 Legislative session.
- **Fannie Mae Standardized Guidelines:** Matt Gersemehl presented the guidelines for Standardized Property Measuring Guidelines. It was decided by the board to bring this up to MAAO's Executive Board and the Education Committee to explore this issue.
- **Board Work Plan:** The board reviewed the workplan; nothing new was added.

Approved Continuing Education Hours Requests

- **2022 Spring Conference:** Jenna Takemoto requested the board review this conference, sponsored by MAAP, that will be held on May 6, 2022, in Becker, MN for continuing education. The board's continuing education committee approved this conference for 4 continuing education hours.
- **23rd Annual Trends Seminar:** Brett Hall requested the board review this seminar, sponsored by North Star Chapter of the Appraisal Institute, that will be held on June 8, 2022, in Roseville, MN for continuing education. The board's continuing education committee approved this seminar for 7 continuing education hours.
- **Fair Housing, Bias and Discrimination:** Jessi Jurek requested the board review this class, sponsored by McKissock, for continuing education. The board's continuing education committee approved this class for 3 continuing education hours.
- **IPU Accounting & Ratemaking:** Holly Soderbeck requested the board review this online class, sponsored by Michigan State University, for continuing education. The board's continuing education committee approved this class for 13 continuing education hours.
- **Market Disturbances-Market Analysis in Atypical Markets & Cycles:** Linda Fearing requested the board review this class, sponsored by McKissock, for continuing education. The board's continuing education committee approved this class for 3 continuing education hours.

Approved Continuing Education Hours Requests (cont.)

- **St Paul/MSP Rent Control Panel Discussion:** Ashley Gunderson requested the board review this meeting, sponsored by North Star Chapter of Appraisal Institute, for continuing education. The board's continuing education committee approved this meeting for 2 continuing education hours.
- **Summer Seminar Conference:** Amanda Dutcher requested the board review this conference, sponsored by MAAO, that will be held on May 25-26, 2022 in St Cloud, MN for continuing education. The board's continuing education committee approved this conference for 2-4 continuing education hours.
- **Valuation of Residential Solar:** Linda Fearing requested the board review this class, sponsored by McKissock, for continuing education. The board's continuing education committee approved this class for 3 continuing education hours.

Denied Continuing Education Hours Requests

- **Advanced Microsoft Excel:** Molly Johnson-Marion requested the board review this class, sponsored by Normandale Community College for continuing education. The board's continuing education committee denied this class for 16 continuing education hours. The consensus of the committee was that the class did not have enough relevant assessment related education to consider it for continuing education.
- **Appraising for the VA:** Jessie Jurek requested the board review this class, sponsored by McKissock for continuing education. The board's continuing education committee denied this class for 5 continuing education hours. The consensus of the committee was that the class did not have enough relevant assessment related education to consider it for continuing education.
- **Intermediate Microsoft Excel:** Molly Johnson-Marion requested the board review this class, sponsored by Normandale Community College for continuing education. The board's continuing education committee denied this class for 16 continuing education hours. The consensus of the committee was that the class did not have enough relevant assessment related education to consider it for continuing education.
- **Measuring 1-4 Unit Residential Properties w/ANSI Z765 Standard:** Rodney LindellPaulson requested the board review this class sponsored by McKissock for continuing education. The board's continuing education committee denied this class for 4 continuing education hours. The consensus of the committee was that this class does not have enough relevant assessment related education to consider it for continuing education.
- **The Appraisers Guide to HUD Handbook 4000.1:** Jaci Knutson requested the board review this class sponsored by McKissock for continuing education. The board's continuing education committee denied this class for 7 continuing education hours. The consensus of the committee was that the class did not have enough relevant assessment related education to consider it for continuing education.

Application for Certified Minnesota Assessor

- **Steve Birman**, St Louis County
- **James Bowlin**, Kittson County
- **John Fena**, Anoka County
- **Cody Moen**, Lincoln County
- **Patience Nana-Atoo**, City of Minneapolis
- **Kayla Pierce**, Fillmore County
- **Joseph Richter**, Carver County
- **Scott Wilson**, Beltrami County
- **Bradin Wyffels**, Lyon County

Applications for Accredited Minnesota Assessor

- **Daniel Ayer**, City of Minneapolis
- **Matthew Barton**, Olmsted County
- **Leslie Berzat**, Ramsey County
- **Kaleb Bessler**, Beltrami County
- **Rachel Espe**, Cook County
- **Jessica Gusa**, Wabasha County
- **Joe Haeg**, Ramsey County
- **Tracey Harmening**, Koochiching County
- **Debra Haus**, Stearns County
- **Lori Lewis**, City of Moorhead
- **Amy McDonnell**, City of Moorhead
- **Matthew Pedersen**, Ramsey County
- **James Pietila**, Itasca County
- **Stephanie Promersberger**, Koochiching County
- **Brent Reid**, City of Coon Rapids
- **Thomas Sanbeck**, Aitkin County
- **Daniel Squyres**, Washington County
- **Karen Stumne**, Pine County
- **Jana Wagner**, City of Moorhead
- **Jeremy Zierden**, Freeborn County

The co-chairperson set the next meeting date as Tuesday, July 12, 2022, at the St. Michael City Center in St. Michael, MN at 8:30 a.m. The board noted that this location is subject to change and will post any new meeting location in advance of the meeting.

Andrea Fish made a motion to pay the expenses for the meeting. Mike Reed seconded the motion. The motion carried.

Mike Reed made a motion to adjourn the meeting. Gary Amundson seconded the motion. The motion carried.