

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, July 12, 2022**

Executive Secretary Andrea Fish called the meeting to order at 8:40 a.m.

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

Board members in attendance:

Gary Amundson Mike Reed
 Charlie Blekre Lori Schwendemann
 Andrea Fish Averil M Turner
 Jane Grossinger

Election of Officers

- **Nomination for Chair:** Lori Schwendemann made a motion to nominate Jane Grossinger as chair. Mike Reed seconded the nomination. The motion carried. Jane Grossinger is the chair for 2022.
- **Nomination for Vice Chair:** Mike Reed made a motion to nominate Lori Schwendemann for vice chair. Andrea Fish seconded the nomination. The motion carried. Lori Schwendemann is the vice chair for 2022.

Agenda for the July 12, 2022, meeting was reviewed. Andrea Fish moved to approve the agenda. Mike Reed seconded the motion. The motion carried.

Minutes of the May 10, 2022, meeting were reviewed. Andrea Fish moved to approve the minutes. Gary Amundson 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	6	6	0	0
Totals for 2021	79	78	1	0
January 1, 2022 – July 12, 2022	51	46	2	3
Approved Reports (1/1/2021 – 7/12/2022)	Received AMA	Have not applied for AMA		
124	105	19		

Updates (cont.)

- **Form Report Chart:** The board decided to stop tracking the form reports in the chart form. Updates will be provided at every board meeting, but more like the other updates.
- **Mileage Rate Change:** The mileage rate increased on July 1, 2022 from 58.5 cents per mile to 62.5 cents per mile. This change was updated on the board members' July meeting expense reports.
- **CMA Expiration Email:** An email was sent to 101 assessors who did not get their AMA license by July 1, 2022, with details about achieving the AMA in the future.
- **MAAO Summer Seminars:** Jane Grossinger provided the following update on the seminars she attended: Both the Barndominiums & Dollar Store seminars were good classes. The base of the data for the Barndominiums was good to teach the concept, even though the sample properties were from Texas, Kansas, and Oklahoma and the costs and dates were very old. Knowledgeable instructor from Polk County (Des Moines) Iowa. The Dollar Store class had lots of information on the world of Dollar Stores, cost to build, sale prices, incomes, cap rates, vacancy, etc. Taught by Mitch Simonson of Simonson Real Estate.
- **MAAO Executive Board Meeting Update:** Lori Schwendemann met remotely with the board on May 24, 2022. There was discussion about the Ethics class being a one-hour virtual class. The Ad Hoc Committee had their first meeting on June 30, 2022. The committee consists of members from MAAO, MAAP, and the Board of Assessors. David Parsons is the chair for this committee. The group agreed that the front office is very important, education is necessary for these people. The Board of Assessors survey showed that the clerical staff should have access to additional education. MAAP will get together with MAAO and work on tracking through the membership app. They are looking at having a certification in place of a license. Dave Parsons will attend the MAAP conference in August. Another meeting will be scheduled after the MAAP conference.
- **Assessor Licensure Standards:** Andrea Fish explained the new format of the standards and how they were combined. Lori Schwendemann created a new SAMA oral interview question based on standard 3. An email announcement about the standards went out to all licensed assessors on June 8, 2022.
- **Requirements for City Assessors:** Gary Amundson talked to the PTCO section, and it was decided that it's a good idea to have City Assessors follow the same requirements as the County Assessors, but they questioned how this would be applied. They suggested that it could be based on the complexity of the district and population, but there was still a question how would they be identified – some may be obvious, but others are hard to say they need to have a SAMA. This change would also require a law change.
- **Future Law Changes:**
 - Andrea Fish provide an update on the progress of the technical changes to 270C.9901 AMA, with getting rid of the waiver application timeline. The process for requesting law changes will start in the next couple weeks.
 - Bobbi Spencer reported that the title change for Statute 270.44 related to license fees is being updated by the Office of the Revisor of Statutes.

- **Complaint Summary:** Since May 2022, the Department of Revenue has received three complaints, one regarding a homestead. The homestead complaint has been forwarded to the respective county for investigation. The remaining two complaints are currently under review by our office.

Andrea Fish made a motion to appoint Averi M Turner to the board's complaint committee. Gary Amundson seconded the motion. The motion carried.

- **MAAO Curriculum & Assessor Standards Committee:** Jessi Glancey provided the following update at the May Executive Board meeting.

Action Items in Progress/Pending:

- Reviewing the LEAD course, specifically the format, style, and branding of the materials.
- Reviewing the Basic Apartments course, specifically looking at the content and if it is outdated or if it could be transitioned into a different course such as basic income.
- Helping with the update of Assessment Administration; reviewing the modules as the developers finalize the material, formatting, and packaging the manual so that it looks like other MAAO course materials.
- Working on some small edits of Mass Appraisal material.
- Working on a policy for plagiarism and creating procedures on how to cite material from other sources that are used in MAAO courses.

Action Items Completed:

- Annalee Jones, Polk County, has agreed to take over as co-chair at the end of this year. She will be replacing Jessi Glancey.
- Assessor standards have officially transitioned over to the state board of assessors. They are now fully responsible for the standards.

Questions for the Executive Board:

- Now that the standards are no longer housed under MAAO, should MAAO consider renaming this committee to the curriculum committee? The committee felt that at this time a name change is not needed. Their reason was that the CAS committee might not "own" the standards, but MAAO will use them with curriculum development/review and work with the SBA on possible updates/changes as they see fit.

- **CMA Required Course - Prerequisite:** Mike Wacker responded to the board's suggestion for putting a recommendation or prerequisite in the course descriptions, to take the CMA courses in a specific order. Mike reported that the Executive Board was very understanding of those struggling with some of these courses and potentially setting them up for a limited understanding of the material. They understood this could be different for each student and applying a one size fits all solution wouldn't work but delaying some education for those without experience would benefit some. They agreed that getting the information out to those that are registering the new students might be a good start heading off some of the issues. President Chapman will take this up as his next article in Equal Eyes and point out some of the struggles being had and discuss the 3-year timeline.

Discussion Items

- **Oral Interview Questions:** The board reviewed the new standard 3 question that was added to the SAMA oral interview questions.
- **First Year Exposure Checklist:** Jane Grossinger and Andrea Fish presented the revisions on the checklist. Everyone agreed to use the revised checklist for CMA applications.
- **CEH Requests & Assessor Standards:** Gary Amundson reported that he has changes to the standards after using them for reviewing CEH requests. Gary will send the changes to Andrea, so they can be added to the working standard document.
- **Future Rule Change:** The board reviewed the recommendations by the DOR attorney for Rule 1950.1090: Conduct & Discipline, Subp. 2, item (f) for refusal to grant license due to conviction of a felony. The board members agreed with the DOR attorneys' suggestions for the rule change.
- **MAAO Instructor Policy:** The board members decided to reach out to Patrick Chapman to find out if MAAO has an instructor policy.
- **Board Work Plan:** The board reviewed the current work plan and made the following change to the assessor's standards work plan item: The board will review the assessor's standards at their May and November board meeting every year.

Approved Continuing Education Hours Requests

- **Assessing Lakeshore Property:** Jessi Glancey requested the board review this course, sponsored by Department of Revenue – Property Tax Outreach, that will be offered for continuing education. The board's continuing education committee approved this course for 4 continuing education hours. This seminar will be part of the PACE education requirement.
- **Disaster Strikes – Now What?:** Jessi Glancey requested the board review this virtual course, sponsored by Department of Revenue – Property Tax Outreach, that will be offered for continuing education. The board's continuing education committee approved this course for 2 continuing education hours. This seminar will be part of the PACE education requirement.
- **In Data We Trust:** Jessi Glancey requested the board review this virtual course, sponsored by Department of Revenue – Property Tax Outreach, that will be offered for continuing education. The board's continuing education committee approved this course for 3 continuing education hours. This seminar will be part of the PACE education requirement.
- **MAAP Summer Workshop:** Lacy Standke requested the board review this workshop, sponsored by MAAP, that will be held on August 18-19, 2022, in Mankato, MN for continuing education. The board's continuing education committee approved this workshop for 8 continuing education hours.
- **Sales Verification – The Deep Dive:** Jessi Glancey requested the board review this course, sponsored by Department of Revenue – Property Tax Outreach, that will be offered for continuing education. The board's continuing education committee approved this course for 4 continuing education hours. This seminar will be part of the PACE education requirement.
- **Special Agricultural Homesteads:** Jessi Glancey requested the board review this course, sponsored by Department of Revenue – Property Tax Outreach, that will be offered for continuing education. The board's continuing education committee approved this course for 4 continuing education hours. This seminar will be part of the PACE education requirement.

Denied Continuing Education Hours Request

- **Principles of Abstracting (MN Midwest Edition):** Roxane Kraling requested the board review this course sponsored by Jeanne Johnson & Associates for continuing education. The board's continuing education committee denied this course for 30 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.

Request for Licensure Education

- **MN Assessment Administration:** Amanda Dutcher is requesting the board review this course, sponsored by MAAO. MAAO has made some updates to this course and requests the board's approval for licensure and continuing education.

Lori Schwendemann made a motion to approve this course for licensure and continuing education hours. Charlie Blekre seconded the motion. The motion carried.

Application for Certified Minnesota Assessor

- **Andrew Beavers**, Cook County
- **Thomas Cooper**, Carver County
- **Dylan Felten**, Houston County
- **Andrew Hillery**, Fillmore County
- **Michael Lillibridge**, Ramsey County
- **Casey Martin**, Sherburne County

Applications for Accredited Minnesota Assessor

- **Craig Anton**, Carver County
- **Michael Busick**, St. Louis County
- **Debra Carter**, Carlton County
- **Franklin Carver**, St. Louis County
- **Larry Cote**, Otter Tail County
- **Andy Crego**, Mille Lacs County
- **John Curran**, Waseca County
- **Jeremy Farar**, Dodge County
- **Scott Hanfler**, Morrison County
- **Scott Hemmesch**, Stearns County
- **Jesse Jacobson**, Redwood County
- **Christopher Jeffords**, Kandiyohi County
- **Maria Kay**, Benton County
- **Mark Koehn**, Stearns County
- **Brian Kohorst**, City of Bloomington
- **Richard Koons**, Chisago County
- **Cynthia Large**, Mahnomen County
- **Lee Leichentritt**, Southwest Assessing

Applications for Accredited Minnesota Assessor (cont.)

- **Lance Link**, Scott County
- **Timothy Marolt**, St. Louis County
- **Jean Meyer**, Wabasha County
- **Joy Michaelson**, Stevens County
- **Leonel Montes**, City of Minneapolis
- **Benjamin Nelsen**, City of Minneapolis
- **Brian Nelson**, City of Minneapolis
- **Benjamin Puthoff**, Nobles County
- **Dean Robinson**, Ramsey County
- **Kelly Rose**, Sibley County
- **Amanda Sill**, Watonwan County
- **Beth Sokoloski**, St. Louis County
- **Scott Stanley**, City of Minneapolis
- **David Vigdal**, Mille Lacs County
- **Michel Wetzel**, Morrison County
- **Laura Winter**, Todd County
- **Bradley Zimmer**, Redwood County

Applications for Senior Accredited Minnesota Assessor

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

- **Jacob Packer**, City of Brooklyn Park
- **Jonathan Packer**, Ramsey County

Andrea Fish seconded the motion. The motion carried.

Gary Amundson made a motion to award the Senior Accredited Minnesota Assessor license to the following individual, with the stipulation that Patty's SAMA license will not take effect until July 24, 2022.

- **Patty Flaa**, Polk County

Lori Schwendemann seconded the motion. The motion carried.

Next Board Meeting: Tuesday, September 13, 2022, at the St. Michael City Center in St. Michael, MN at 8:30 am.

Averi M Turner made a motion to pay the expenses for the meeting. Charlie Blekre seconded the motion. The motion carried.

Mike Reed made a motion to adjourn the meeting. Averi M Turner seconded the motion. The motion carried.