

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, September 13, 2022**

Chairperson Jane Grossinger called the meeting to order at 8:43 a.m.

Board members in attendance:

Gary Amundson	Anne Grunert
Charlie Blekre	Mike Reed
Andrea Fish	Lori Schwendemann
Jane Grossinger	Averi M. Turner

Introduction of new Board member, Anne Grunert.

Mark Vagts, Property Tax Compliance Officer, attended the meeting.

Agenda for the September 13, 2022, meeting was reviewed. Andrea Fish moved to approve the agenda. Lori Schwendemann seconded the motion. The motion carried.

Minutes of the July 12, 2022, meeting were reviewed. Lori Schwendemann moved to approve the minutes. Mike Reed seconded the motion. The motion carried.

Updates

- **Form Report Update:** In fiscal year 2022, 85 reports were submitted, 88 were approved, 2 were rejected and 82 assessors received their AMA. So far in fiscal year 2023, 10 reports have been submitted, 7 reports were approved, 2 were rejected, and 2 assessors received their AMA. Note: the number will vary between fiscal years, based on when the report was submitted and finalized.
- **First Year Exposure Checklist:** The new updated checklist was added to the board's website on July 14, 2022.
- **Region Meeting:** Jane Grossinger & Mike Reed will be attending the Region IV meeting on September 16, 2022 at the courthouse in Itasca County.
- **Ad Hoc Committee to discuss CMA Licensure:** Dave Parsons, the chair of the ad hoc committee, which was created to discuss CMA licensure for assessment technicians, provided a list of members and a summary of their last meeting on June 30, 2022. The group plans to have another meeting sometime in the near future. Lori Schwendemann attended the June 30, 2022 meeting and reported that MAAP members are excited and on board with this, going forward, they would like to see if a designation could be mandatory. They feel the education will be better for them to take more specific education geared towards clerical and technical staff needs.
- **Future Law Changes:** Andrea Fish provided an update on the progress of the technical changes to 270C.9901 AMA. The Department of Revenue's Commissioner's office decided not to move forward with any technical changes this year. After much discussion, the board will send a letter to the Commissioner's office asking why this proposal is not moving forward.

Updates (cont.)

- **MAAO Executive Board Meeting Update:** Jane Grossinger attended the August 8-9 meeting and provided an update. Jane reported that everyone is happy that the AMA July deadline date is over. Dave Parsons talked about the Ad Hoc committee. Amanda Dutcher gave an update on the LEAD course being offered in October and Kyle Gustafson will be attending the region meetings.
- **MAAO Instructor Policy:** Patrick Chapman, President of MAAO, responded to the board's question about an instructor policy. He stated that that MAAO decided to use MAAO Code of Conduct for the instructors. The board reviewed the document and feel this is not an instructor policy, as there are no guidelines for the instructor. The board members discussed putting together some instructor guidelines and recommend them to MAAO in the near future.
- **Complaint Summary:** Since July 2022, the Department of Revenue has received three new complaints, each regarding homesteads. The homestead complaints have been forwarded to the respective counties for investigation. There are two complaints currently under review by the department.
- **MAAO Curriculum & Assessor Standards Committee:** No updates at this time.

Discussion Items

- **CEH Committee:** Averil M. Turner, volunteered to take Gary Amundson's place on the CEH committee.
- **Region Meetings in the Future:** The board decided they will revisit this discussion in a couple years.
- **Disciplinary Actions:** The board discussed a timeline for leaving the disciplinary actions posted on the board's website. It was decided that once the action is two years old, it will be removed from the website.

Approved Continuing Education Hours Requests

- **2022 Wichita Property Tax Conference:** Lisa Glass requested the board review this conference, sponsored by Wichita State University, that was held on July 24-28, 2022, for continuing education hours. The board's continuing education committee approved this conference for 20 continuing education hours.
- **Advanced Ag Training:** Lynne Freezy requested the board review this seminar sponsored by Washington County, that was held on September 7, 2022, for continuing education hours. The board's continuing education committee approved this seminar for 8 continuing education hours.
- **Advanced Management Theory:** Cory Leinwander requested the board review this course, sponsored by the University of North Dakota, for continuing education hours. The board's continuing education committee approved this course for 30 continuing education hours.

Approved Continuing Education Hours Requests (cont.)

- **Ag Outbuilding & Cost Schedule:** David Parsons requested the board review this seminar, sponsored by Vanguard Appraisals, Inc., that will be held on September 16, 2022 in Marshall, MN, for continuing education hours. The board's continuing education committee approved this seminar for 2 continuing education hours. This seminar will take place during the MAAO Region 5 meeting.
- **Green Building Concepts for Appraisers:** Stephanie Nyhus requested the board review this online course, sponsored by McKissock, for continuing education hours. The board's continuing education committee approved this course for 7 continuing education hours.
- **MAAO Fall Conference:** Amanda Dutcher requested the board review the seminars being offered at this conference, sponsored by MAAO, that will be held on September 27-28, 2022 in Duluth, MN, for continuing education hours. The board's continuing education committee approved the seminars for 1.5, 2, 4, & 8 hours of continuing education.
- **Residential Market Update:** Melanie Putz requested the board review this virtual seminar, sponsored by MAAO Region IX, for continuing education hours. The board's continuing education committee approved this seminar for 1 continuing education hours.

Denied Continuing Education Hours Requests

- **2022 Vanguard User Group Meeting:** Teresa Ellerby requested the board review this seminar sponsored by Vanguard Appraisals, Inc., for continuing education. The board's continuing education committee denied this course for 10.5 continuing education hours. The consensus of the committee was that the seminar did not have enough relevant assessment related education to consider it for continuing education.
- The Continuing Education Committee also denied three courses sponsored by Tyler Technologies for continuing education hours that were submitted by Dana Anderson. After additional review, the courses would not have been approved regardless, as they are only one hour in length and not from a qualifying organization that the board has approved for one-hour course minimums. Additionally, the committee felt they did not have enough assessment-related education.

Request for Licensure Education

- **C200 - Managing Organizations and Leading People:** Mark Theobald is requesting the board review this course, sponsored by Western Governors University, to be considered as a management & leadership course and 30 continuing education hours. Andrea Fish reviewed this course and is recommending it for approval. The content in this coursework covers both the organizational development and interpersonal management skills the board is looking for.

Andrea Fish made a motion to approve this course as equivalent to a Management & Leadership course and 30 continuing education hours. Lori Schwendemann 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 effective September 14, 2022.

- **Lucas Onstad**, Houston County

Charlie Blekre seconded the motion. The motion carried.

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

- **Rebecca Heili**, Washington County

Lori Schwendemann seconded the motion. The motion carried.

Mike Reed made a motion to award the Senior Accredited Minnesota Assessor license to Rachel Jacobs. Charlie Blekre seconded the motion. After much discussion, , the motion did not pass.

The board will invite Rachel Jacobs back for a second interview.

Application for Certified Minnesota Assessor

- **Ashley Benson**, Pennington County
- **Rebecca Forsberg**, St. Louis County
- **Jen Muchlinski**, Cottonwood County

Application for Temporary Minnesota Assessor

- **Ryan Olson**, Ramsey County

Applications for Accredited Minnesota Assessor

- **Samuel Bedard**, Crow Wing County
- **Peter Blomquist**, Isanti County
- **David Hammerschmidt**, Local Assessor
- **Ryan Herlofsky**, Hennepin County
- **Jessie Jurek**, City of St. Louis Park
- **Christopher Larson**, Local Assessor
- **Ryan Larson**, Marshall County
- **Teng Thor**, Ramsey County
- **Rob Williamson**, City of Minneapolis

Applications for Senior Accredited Minnesota Assessor

- **Patricia Flaa**, Polk County

The chairperson set the next meeting date as Tuesday, November 15, 2022, 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. Averi M. Turner seconded the motion. The motion carried.

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