

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, November 15, 2022**

Chairperson Jane Grossinger called the meeting to order at 8:35 a.m.

Board members in attendance:

Charlie Blekre	Mike Reed
Jane Grossinger	Lori Schwendemann
Anne Grunert	Mark Vagts
David Parsons	

Averi M. Turner was unable to attend.

Introduction of new board members; David Parsons & Mark Vagts

Sarah Adam, Property Tax Division, Auditor/Treasurer Supervisor attended the meeting.

Patrick Chapman attended the afternoon session of the board meeting.

Agenda for the November 15, 2022, meeting was reviewed. Lori Schwendemann moved to approve the agenda. Mark Vagts seconded the motion. The motion carried.

Minutes of the September 13, 2022, meeting were reviewed. Lori Schwendemann moved to approve the minutes. Mike Reed seconded the motion. The motion carried.

Updates

- **Form Report Update:** Since July 1, 2022, the start of fiscal year 2023, 21 reports have been submitted, 15 reports were approved, 2 were rejected, 4 are being graded and 9 assessors received their AMA.
- **Board of Assessors Letters:** The license letters and the income qualified letters are displaying a new signature; *"The Board of Assessors"*
- **Board Approved Course Lists:** The Licensure and Continuing Education course lists were reorganized and published on the board's website.
- **Disciplinary Actions:** All three disciplinary actions, posted on the board's website, were removed because they were over 2 years old.
- **Future Law Changes:** Mike Reed provided an update in regard to the letter that was sent to the Department of Revenue's Commissioner's office about the board's future law changes.
- **Statute Title Change:** The request the board submitted to the Office of the Revisor of Statutes in May 2022 to change the title for M.S. 270.44 Charges for Courses, Examinations or Materials was officially updated to Licensing and Grading Report Fees in October 2022.
- **MAAO Fall Conference:** Lori Schwendemann attended a few of the seminars offered at the conference, she reported that they were very good courses and were presented well. Dave Parsons added that MAAO Executive Board did discuss the location and the complaints they received. The committee will be looking for a new location for future conferences.

Updates (cont.)

- **MAAO Conference Content Committee Meeting:** Jane Grossinger attended the October 27 – 28, 2022 meeting. Jane reported that the committee reviewed some of the classes they want to offer at the 2023 summer seminars and fall conference.
- **MAAO Executive Board Meeting Update:** Jane Grossinger attended the November 14, 2022 meeting and provided the following update. MAAO is now using an online proctor free affidavit to take an exam at home and receive the results right away, it's being used for ALP and Mass Appraisal Basics courses. MAAO is still in need of more instructors to teach seminars and week-long classes. MAAP discussed they are going to move forward and create classes for clerical and technical staff.
- **Region IV Meeting:** Jane Grossinger & Mike Reed attended the Region IV meeting on September 16, 2022. Jane presented the board updates and provided the names of the new board members.
- **Ad Hoc Committee to discuss CMA Licensure:** David Parsons provided an update on the progress of the committee. The committee has not met since August, MAAP is working on the framework for the Tech position, and they are looking at five classes for certification. The committee is planning on meeting again in the near future.
- **Complaint Summary:** Since September 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

- **Proposed 2023 Board Meeting Schedule:** The board members confirmed the 2023 meeting dates, and they will be posted on the board's website.
- **Future Rule Changes:** Andrea Fish and Bobbi Spencer met with Jim Jordan (DOR Legal Team) on September 22, 2022. The board discussed the following rule change revisions.
 - Add the italicized verbiage to rule 1950.1035 Temporary License: Subp. 2. Certified general appraiser (CGA) level appraisers. Upon application to the board, a Minnesota appraiser licensed by the Department of Commerce at the certified general appraiser (CGA) level shall be granted a temporary certified Minnesota assessor (CMA) license., *with approval to appraise income producing properties because the licensee has completed the coursework required by Minnesota Statutes, section 273.11, subdivision 13, or coursework deemed equivalent by the Board.*
 - Remove Rule 1950.1040 Certified Minnesota Assessor Specialist. Mike Reed made a motion to remove. Charlie Blekre seconded the motion. The motion carried.
- **Oral Interviews:** The board agreed to do seven interviews at the January and March board meetings to help with the overwhelming number of requests they've received in the last few months.
- **Complaint Committee:** The board decided to wait until the Department of Revenue hires a new Assistant Director before selecting a new committee member.

Discussion Items (cont.)

- **Compatibility of Offices - Elected or Appointed:** The board will review the current list of compatibility of offices for elected or appointed positions and discuss at their January 10, 2023 board meeting.
- **Assessor Licensure Standards:** Review the standards for any changes or updates. Tabled until January 10, 2023 board meeting.
- **Licensure Course Review:** Discuss the steps for licensure course review. Tabled until January 10, 2023 board meeting.
- **Board Work Plan:** The board members added the following items to their work plan. Create guidelines for continuing education course reviews, create interview guidelines for board members and review the board's committee members every January.

Approved Continuing Education Hours Requests

- **2022 IAAO Annual Conference:** Lisa Young requested the board review this conference, sponsored by IAAO, that was held on August 28-31, 2022 in Boston, MA, for continuing education hours. The board's continuing education committee approved this conference for up to 12.5 continuing education hours.
- **2022 Office Summit:** Cassidy Chiodo requested the board review this summit, sponsored by MN Real Estate Journal, that will be held on December 2, 2022, for continuing education hours. The board's continuing education committee approved this summit for 4 continuing education hours.
- **2022 State Assessed Fall Forum:** The Property Tax Division Outreach Team requested the board review this course, sponsored by the Department of Revenue – Property Tax Outreach, for continuing education hours. The board's continuing education committee approved this course for 5 continuing education hours. This course will be part of the PACE education requirement.
- **24th Annual Industrial & Economic Development Summit:** Cassidy Chiodo requested the board review this summit, sponsored by MN Real Estate Journal, that was held on November 10, 2022, for continuing education hours. The board's continuing education committee approved this summit for 4 continuing education hours.
- **Assessing Property Using Private Data:** The Property Tax Division Outreach Team requested the board review this course, sponsored by the Department of Revenue – Property Tax Outreach, for continuing education hours. The board's continuing education committee approved this course for 4 continuing education hours. This course will be part of the PACE education requirement.
- **Rapid Response: Market Analysis in Volatile Markets:** Terrie Johnson requested the board review this course, sponsored by the Appraisal Institute for continuing education hours. The board's continuing education committee approved this course for 6 continuing education hours.
- **SFIA – Understanding the Pieces of the Puzzle:** The Property Tax Division Outreach Team requested the board review this course, sponsored by the Department of Revenue – Property Tax Outreach, for continuing education hours. The board's continuing education committee approved this course for 4 continuing education hours. This course will be part of the PACE education requirement.

Approved Continuing Education Hours Requests (cont.)

- **Solving the Valuation Model Puzzle – A Deeper Understanding of the Mass Appraisal Process:**
The Property Tax Division Outreach Team requested the board review this course, sponsored by the Department of Revenue – Property Tax Outreach, for continuing education hours. The board’s continuing education committee approved this course for 4 continuing education hours. This seminar will be part of the PACE education requirement.

Appointments with the Board

Mike Wacker, MAAO Education Steering Committee: Mike provided a copy of the new Proposed MAAO Instructor Policy, it’s being reviewed right now, and the Executive Board will finalize the policy at their February meeting. The committee just held an educational summit, they talked to the committees about classes that were taught and went over any new ideas and items that needed fixing. MAAO has set aside funds to invest in their education for the next 2 years. A Proctor Affidavit was sent out to all of the MAAO proctors, the exam taker will sign the document prior to taking the exam.

Application for Certified Minnesota Assessor

- **Elizabeth Andriacchi**, Ramsey County
- **Tim Bowland**, Kanabec County
- **Berit Bringsjord**, Rice County
- **Jeremiah Dexter**, Dakota County
- **Samantha Erpelding**, Beltrami County
- **Elizabeth Fruth**, City of St. Cloud
- **Kristopher Fuhrman**, Nobles County
- **Benjamin Hager**, Steele County
- **Richard Heffner**, Wabasha County
- **William Holker II**, Sherburne County
- **Jaden Houwman**, Itasca County
- **Gavin Klein**, Kandiyohi County
- **Justin Kraling**, Fillmore County
- **Matthew Malone**, Martin County
- **Lori Mausolf**, Douglas County
- **Michael McGinnis**, Otter Tail County
- **Joel Mertens**, Redwood County
- **Miranda Myers**, Itasca County
- **Derek Perkins**, Rice County
- **Amisa Pollard**, Mille Lacs County
- **Nathan Porttiin**, Stearns County
- **Dominick Ronnenberg**, Freeborn County
- **Robert Ruter**, Kandiyohi County
- **Jaylene Schmidt**, Traverse County
- **Alicia Spilde**, Marshall County
- **Daniel Tuckett Jr.**, Big Stone County
- **Ryan Welscher**, Fillmore County
- **Amie Willborg**, Clearwater County

Applications for Temporary Minnesota Assessor

- **Anthony Ruzek**, Carver County

Applications for Accredited Minnesota Assessor

- **Jacob Barvels**, Douglas County
- **Michael Bownik**, Ramsey County
- **Paul Cherry**, St Louis County
- **Brian DeZurik**, Morrison County
- **Mitch Douglas**, Wright County
- **Diane Dunn**, Blue Earth County
- **Christian Huskey**, City of Brooklyn Park
- **Mindy Kinkade**, Norman County
- **Russ Moen**, Sherburne County
- **Jethro Oelrich**, City of St. Louis Park
- **Jill Thompson**, Hubbard County

Applications for Senior Accredited Minnesota Assessor

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

- **Alysa Gustafson**, Kittson County

Anne Grunert seconded the motion. The motion carried.

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

- **Jennifer Koskela**, Kittson County

Anne Grunert seconded the motion. The motion carried.

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

- **Jeff Bjerck**, Mahnomen County

Mark Vagts seconded the motion. The motion carried.

The chairperson set the next meeting date as Tuesday, January 10, 2023, at the St. Michael City Center in St. Michael, MN at 8:30 am.

Charlie Blekre made a motion to pay the expenses for the meeting. Anne Grunert seconded the motion. The motion carried.

Anne Grunert made a motion to adjourn the meeting. Mike Reed seconded the motion. The motion carried.