

**State Board of Assessors  
Meeting Minutes  
Tuesday, May 9, 2023**

Chairperson Jane Grossinger called the meeting to order at 8:30 a.m.

Board members in attendance:

Charlie Blekre	Mike Reed
Jane Grossinger	Lori Schwendemann
Kelly McCormack	Averi M. Turner
David Parsons	Mark Vagts

Anne Grunert was unable to attend.

Patrick Chapman will be attending the meeting in the afternoon.

Agenda for the May 9, 2023, meeting was reviewed. Charlie Blekre moved to approve the agenda. Dave Parsons seconded the motion. The motion carried.

Minutes of the March 7, 2023, meeting were reviewed. Charlie Blekre moved to approve the minutes. Averi M. Turner seconded the motion. The motion carried.

### **Updates**

- **Form Report:** Since July 1, 2022, the start of fiscal year 2023, 33 reports have been submitted, 31 reports were approved, 2 reports are being graded and 22 assessors received their AMA.
- **Rule Change:** The rule process has started, and the following steps are in progress.
  - A memo will be sent to the Commissioner at the Department of Revenue for approval on the Governor's Preliminary Proposal Form. After it's approved, the Form will be sent to the Governor's Office.
  - After getting approvals from Commissioner's Office and Governor's Office, publish the proposed rule amendment and accompanying State of Need and Reasonableness and then receive public comment.
- **MAAO Executive Board Meeting Update:** No update at this time, the next meeting is scheduled for May 23, 2023.
- **Complaint Summary:** Since March 2023, the Department of Revenue has received three homestead concerns which have been forwarded to the county for review and three valuation concerns. The Department of Revenue is making good progress on our review of the open concerns, one had been closed after review and communication with the county and complainant, the remaining concerns are under review at this time.
- **Ad Hoc Committee:** Dave Parsons reported that the committee met on May 3, 2023. They received a positive response from the survey results, sent to all county assessors, city assessors, supporting the clerical & technical staff for future training and education. The committee selected the core courses for the certification, which will be, Assessment Laws & Procedures, Ethics, two electives and tax calc, to become certified. Forty hours of continuing education aligning with the 4-year cycle. Anyone that was licensed as a CMA prior to July 1, 2022 will be grandfathered in.

## Updates (cont.)

- **MAAO Curriculum & Assessor Standards Committee:** Per Gertrude Paschke, Ben Bedard stepped down as the chair, the CAS Committee has yet to meet and determine Chair/Co-Chair. There are two new committee members, Mark Fritz and Mathew Malvin both from Scott County.

## Discussion Items

- **Assessment Experience:** The board reviewed past board members discussions about assessment experience, it was decided not to change the current assessment experience policy.
- **Compatibility of Offices - Elected or Appointed:** After reviewing the updated compatibility of offices document, Mark Vagts made a motion to approve the updated compatibility of offices document. Mike Reed seconded the motion. The motion carried.
- **Interview Guidelines:** The board reviewed the new draft of the interview guidelines, after much discussion the board added a few changes. The draft will be reviewed at the July board meeting. The following policy was created, Lori Schwendemann made a motion that all SAMA requirements must be completed, including the 5-year assessment experience, before setting up an oral interview with the board. Kelly Ydstie seconded the motion. The motion carried.
- **Continuing Education Course Request Guidelines:** After reviewing the final draft of the continuing education course request guidelines, Mike Reed made a motion to approve the continuing education course request guidelines. Dave Parsons seconded the motion. The motion carried.
- **Law Changes:** The board discussed pursuing a few law changes, will revisit at the July meeting.
- **Discuss timeline for topics for continuing education:** The board came to the conclusion, that there should not be a specific set number of minutes or hours for one topic, when reviewing a course for continuing education.
- **Course Review:** Discuss the steps for reviewing courses and comparing them to standards. Tabled until July 11, 2023 board meeting.
- **Assessor Licensure Standards:** Review the standards for any changes or updates. Tabled until July 11, 2023 board meeting.
- **Board Work Plan:** Review work plan. Tabled until July 11, 2023 board meeting.

## Approved Continuing Education Hours Requests

- **2023 Summer Seminar Conference:** Amanda Dutcher requested the board review this conference, sponsored by MAAO, that will be held on May 24 - 25, 2023 in St Cloud, MN for continuing education. The board's continuing education committee approved this conference for 2 and 4 continuing education hours.
- **A Deeper Dive into Disaster Relief:** Gail Jones requested the board review this class sponsored by MN Revenue Property Tax Division for continuing education. The board's continuing education committee approved this class for 2 continuing education hours. This class qualifies towards the PACE education requirement.

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

- **All This Data, What's in it for Me?:** Gail Jones requested the board review this class sponsored by MN Revenue Property Tax Division for continuing education. The board's continuing education committee approved this class for 3 continuing education hours. This class qualifies towards the PACE education requirement.
- **Income Approach Techniques in Small Jurisdictions:** Thomas Ernste Reineke requested the board review this webinar sponsored by IAAO for continuing education. The board's continuing education committee approved the webinar for 1.5 continuing education hours.
- **Mass Appraisal Valuation Symposium:** Drew Imes & Ginger Buitenwerf requested the board review this virtual symposium, sponsored by IAAO, that will be held on June 21 – 22, 2023 for continuing education. The board's continuing education committee approved this symposium for 11.5 continuing education hours.
- **Reading Legal Descriptions – Beginner Level:** Pro West & Associates requested the board review this class sponsored by Pro West & Associates for continuing education. The board's continuing education committee approved the classroom version of this course for 6 continuing education hours.
- **Reading Legal Descriptions – Intermediate Level:** Pro West & Associates requested the board review this class sponsored by Pro West & Associates for continuing education. The board's continuing education committee approved the classroom version of this course for 6 continuing education hours.
- **Start to Finish-A Thorough Look into Sales Ratio, Time Trends, and More:** Gail Jones requested the board review this class sponsored by MN Revenue Property Tax Division for continuing education. The board's continuing education committee approved this class for 4 continuing education hours. This class qualifies towards the PACE education requirement.
- **The Other Side of Exemption:** Gail Jones requested the board review this class sponsored by MN Revenue Property Tax Division for continuing education. The board's continuing education committee approved this class for 4 continuing education hours. This class qualifies towards the PACE education requirement.

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

- **Managing Appraiser Liability:** Andrew Hively requested the board review this class sponsored by McKissock for continuing education. The board's continuing education committee denied this class for 6 continuing education hours. The consensus of the CEH committee was that this class does not have enough relevant assessment related education, to consider it for continuing education.

### **Request for Licensure Course Approval**

- Jon Kahnke requested the board review six college courses sponsored by the University of Wisconsin Stout to be considered as equivalent to assessor licensure education. It was determined by the board, that the courses submitted do not qualify, as assessor licensure education. Averi M. Turner made a motion to deny all the courses that were submitted for review as equivalent to assessor licensure education. Mike Reed seconded the motion. The motion carried.

### **Appointments with the Board**

**MAAO Education:** Mike Wacker, Education Steering Committee Chair & Amanda Dutcher, Education Coordinator presented an update on course evaluations from 2022 courses, educational offerings for 2023 and future education. They also discussed the process for proctored exams after the completion of a course. The student has the option to take the final exam online, all exams are proctored online and MAAO is following the IAAO standards for this process, they are getting great results.

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

- **Jared Brooks**, Rice County
- **Taylor Dunker**, Jackson County
- **Jessica Ekholm**, Becker County
- **Hosea Hall**, Olmsted County
- **Kiya Hanson**, Wadena County
- **Danielle Kahn-Wolf**, Wabasha County
- **Jodi Krusemark**, Stevens County
- **Liza Larsen**, Olmsted County
- **Leah Michel**, Blue Earth County
- **Rhonda Nelson**, Wadena County
- **Skyler Rawling**, Dakota County
- **Kevin Thompson**, Carver County
- **Michele Weber**, Ramsey County

### **Approved Applications for Temporary Income Qualified Minnesota Assessor**

- **Sherril Brumm**, Hennepin County
- **Grant Halonen**, City of Brooklyn Park
- **Mark Warren**, City of Minneapolis

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

- **Melissa Voight**, Meeker County
- **Carrie Werre**, Olmsted County
- **Joe Wulfing**, Hennepin County

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

Dave Parsons made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Matthew Ammerman**, City of Bloomington

Mike Reed seconded the motion. The motion carried with 1 nay.

Dave Parsons made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Erin Edwards**, City of Bloomington

Lori Schwendemann seconded the motion. The motion carried.

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

Dave Parsons made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Candace Lahann**, Vanguard Appraisals, Inc.

Lori Schwendemann seconded the motion. The motion carried.

Dave Parsons made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Leonel Montes**, City of Minneapolis

Kelly Ydstie seconded the motion. The motion carried.

Mark Vagts made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Jon Ulman**, City of Minneapolis

Mike Reed seconded the motion. The motion carried.

The chairperson set the next meeting date as Tuesday, July 11, 2023, at St. Michael City Center in St. Michael, MN at 8:30 am.

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

Lori Schwendemann made a motion to adjourn the meeting. Kelly Ydstie seconded the motion. The motion carried.