

**State Board of Assessors
Meeting Minutes
Tuesday, July 11, 2023**

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

Board members in attendance:

Jane Grossinger	Mike Reed
Anne Grunert	Lori Schwendemann
Kelly Ydstie	Averi M. Turner
David Parsons	Mark Vagts

Averi M. Turner arrived to the meeting at 9:15am.

Charlie Blekre was unable to attend.

Agenda for the July 11, 2023, meeting was reviewed. Dave Parsons moved to approve the agenda. Mike Reed seconded the motion. The motion carried.

Minutes of the May 9, 2023, meeting were reviewed. Lori Schwendemann moved to approve the minutes. Mike Reed seconded the motion. The motion carried.

Updates

- **Form Report:** Since July 1, 2022, the start of fiscal year 2023, 38 reports have been submitted, 38 reports were approved, 4 reports are being graded and 28 assessors received their AMA.
- **Rule Changes:** Jim Jordan, Attorney for the Department of Revenue, reported that Paul Marquart, Commissioner of the Department of Revenue, signed the Governor Preliminary Proposal Form. The Commissioner-signed form was sent to the Governor's Office on June 27, 2023 for their approval. After the Governor's Office approves the proposal, the Request for Comments will be published in the Minnesota State Register.
- **MAAO Summer Seminars:** The board members who attended summer seminars gave a brief update on the classes they attended.
- **MAAO Executive Board Meeting Update:** David Parsons provided an update from the May 23, 2023 executive board meeting. The next meeting will be held on August 15 & 16, 2023.
- **Complaint Summary:** Since May 2023, the Department of Revenue has received one homestead concern which has been forwarded to the county for review and three assessor conduct complaints. The Department of Revenue is in the process of closing two concerns, is reviewing three, and has opened one investigation.
- **Ad Hoc Committee:** David Parsons provided the following update.

The Ad Hoc Committee has not met since their May meeting, but there are a few updates.

 - MAAP is currently working on compiling a "roster" list and will begin tracking education for the CAT Certification.
 - MAAP will be holding their Summer Conference August 16-18th in Duluth.
 - MAAO Exec Board authorized MAAP to have access to behind the password access on the MAAO website without being a MAAO member – IT will be working on this.
 - MAAP will have ADMIN rights to MAAO website to post minutes, announcements. Etc.
 - MAAP goal is to roll out the program this fall.

Updates (cont.)

- **MAAO Curriculum & Assessor Standards Committee:** No updates at this time.

Discussion Items

- **Interview Guidelines:** The board made one final change to the interview guidelines.
- **Law Changes:** Reviewed suggested law changes, it was decided by the board that they will not pursue any law changes at this time.
- **Complaint Process & Guidelines:** The board is working on a complaint process and guideline.
- **Code of Conduct & Ethics:** The board is reviewing the possibility of creating policies based on the code of conduct and ethics. Tabled until September meeting.
- **Timeline for CMA Licensure Courses:** The board decided that the Appraisal Principles & Appraisal Procedures courses will not have a timeline for when they are taken.
- **Reinstatement more than 5 years Policy:** After much discussion it was decided by the board to add the following to the reinstatement policy.
 - All licensed assessors who were affected by the AMA deadline date and have not been licensed for a period of five years or more, must complete and pass the exam for the Assessment Laws and Procedures course. Mike Reed made a motion to approve. Anne Grunert seconded the motion. The motion carried.
- **Licensing Policy:** The board decided to add a statement after the Minnesota Certified General Real Property Appraiser policy, to ensure that it's understood what license type is available to everyone that holds a Certified General Fee Appraisers license.
 - Minnesota Certified General Real Property Appraiser: is equal to Residential Appraisal Principles, Residential Appraisal Procedures and two Income courses.
Note: All Certified General Real Property Appraisers qualify for the Temporary Income Qualified Assessors license. Temporary licensure requirements can be found on the Board of Assessors website.
- **Region Meetings:** The board members discussed, attending future region meetings, that board members are not represented at. It was decided that if a region is interested in a board member attending one of their meetings, they should reach out to the board.
- **Assessor Licensure Standards:** Review the standards for any changes or updates. Tabled until September meeting.
- **Course Review with Standards:** Discuss the steps for reviewing courses and comparing them to standards. Tabled until September meeting.
- **Board Work Plan:** Review work plan.

Approved Continuing Education Hours Requests

- **2023 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 9, 2023 in Roseville, MN for continuing education. The board's continuing education committee approved this seminar for 7 continuing education hours.

Approved Continuing Education Hours Requests (cont.)

- **2023 Summer Workshop:** Jenna Takemoto requested the board review this workshop, sponsored by MAAP, that will be held on August 17 – 18, 2023 in Duluth, MN for continuing education. The board’s continuing education committee approved this workshop for 9 continuing education hours.
- **Hot Topics:** Gail Jones requested the board review this course, sponsored by MN Revenue Property Tax Division, for continuing education. The board’s continuing education committee approved this course for 4 continuing education hours. This course also qualifies for PACE credits.
- **Introduction to the Basic Income Approach:** Amanda Dutcher requested the board review this course, sponsored by MAAO, that will be held on July 19 – 20, 2023 in St Cloud, MN for continuing education. The board’s continuing education committee approved this course for 16 continuing education hours.
- **Property Tax Appeals in Minnesota: 2023 Update:** Eric Bjorklund requested the board review this class, sponsored by MN Continuing Legal Education, that was held on February 28, 2023 in Minneapolis, MN for continuing education. The board’s continuing education committee approved this class for 6 continuing education hours.
- **Walk through of New Laws 2023:** MN Revenue Property Tax Division Outreach Team requested the board review this class, sponsored by MN Revenue Property Tax Division Outreach Team, for continuing education. The board’s continuing education committee approved this class for 1 continuing education hour. This class also qualifies for PACE credits.

Denied Continuing Education Hours Requests

- **Diversify Your Practice with Appraisal Appeals:** Stephanie Nyhus 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 CEH committee was that this class does not have enough relevant assessment related education, to consider it for continuing education.

Approved Applications for Certified Minnesota Assessor

- **Heather Conklin**, Winona County
- **James Dahl**, City of Minnetonka
- **Alexandra Erickson**, Marshall County
- **David Jurina**, Mahnommen County
- **Kyle Monson**, Cook County
- **Michael Morehead**, Otter Tail County
- **Karen Peterson**, Freeborn County
- **Anthony Ruzek**, Carver County
- **Katie Van Grootheest**, Rock County
- **Matt Vongroven**, Marshall County
- **Edward Young**, Freeborn County

Approved Applications for Accredited Minnesota Assessor

- **Kerri Heim**, Chippewa County
- **Kathy Howard**, Roseau County
- **Lisa Kunze**, Clay County
- **Mathew Malvin**, Scott County
- **Benjamin Mowers**, Aitkin County
- **Alex Oldefendt**, City of Eden Prairie
- **Melanie Schmitz**, Polk County

Applications for Senior Accredited Minnesota Assessor

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

Ryan Herlofsky, Hennepin County

Mark Vagts seconded the motion.

Anne Grunert made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

Brock Nelson, Waseca County

Dave Parsons seconded the motion.

Mark Vagts removed himself from the interview.

Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

Chase Philippi, Wright County

Anne Grunert seconded the motion.

The chairperson set the next meeting date as Tuesday, September 12, 2023, at St. Michael City Center, St. Michael, MN at 8:30 am.

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

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