

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, May 12, 2015**

Chairperson Steve Sinell convened the meeting at 9:00 am.

Board members in attendance were:

Keith Albertsen	Gregg Larson
Mike Amo	Dave Marhula
Gary Amundson	Steve Sinell
Jane Grossinger	Deb Volkert
Brian Koester	

Minutes of the March 17, 2015 meeting were reviewed. Keith Albertsen moved to approve the minutes. Brian Koester seconded the motion. The motion carried.

Minutes of the March 17, 2015 closed meeting were reviewed. Dave Marhula moved to approve the minutes. Mike Amo 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, 2013	6	6	0	0
January 1, 2014–June 30, 2014	10	9	1	0
July 1, 2014–December 31, 2014	15	12	2	1
January 1, 2015 – May 12, 2015	15	4	9	2

Passed Reports (7/1/2013 – 5/12/2015)	Received AMA	Received SAMA	Have not applied for AMA yet	Received CMAS	Not enough experience
34	19	1	8	5	1

- Sent warning letters to assessors that were working without a license.
- The fee changes proposed by the board will not be made in the 2015 Legislative Session. Therefore, all fees will remain the same as they were last year.
- FY 2016 Assessor License Renewal applications are available on the Minnesota State Board of Assessors website.
- Continuing education transcripts are being provided upon request.
- An email will be sent to all county assessors in the middle of July reminding them to check the licensed assessors list, located on the website, to ensure that all assessors are licensed.

Approved Continuing Education Hours Requests

- **2015 MAAO Summer Seminars** – Kim Jensen requested CEH's for 15 different seminars that will be held on May 20 – 21, 2015 and sponsored by MAAO. The board's continuing education committee approved this request for 4 continuing education hours per seminar.
- **2015 MAAP Summer Workshop** – will be held on August 20 – 21, 2015 and sponsored by MAAP was approved by the board's continuing education committee for 10 continuing education hours.
- **GIS/CAMA Technologies Conference** – Cory Leinwander requested CEH's for this conference that was held on March 2 – 5, 2015 and sponsored by IAAO. The board's continuing education committee approved the number of continuing education hours based on the number of instructional hours stated on the signed submitted Uniform Request for Recertification Credit document provided by the requester.
- **General Appraiser Market Analysis & Highest Best Use Course** – Mike Brown requested CEH's for this course that will be held on September 29 – October 2, 2015 and sponsored by Appraisal Institute. The board's continuing education committee approved this request for 28 continuing education hours - without exam and 30 hours with exam.
- **Evaluating Commercial Construction seminar** – will be held on August 3 – 4, 2015 and sponsored by Appraisal Institute was approved by the board's continuing education committee for 14 continuing education hours.

Request for Elective Course

- **Michael Stalberger** requested the board review the course description for Advanced Ag Valuation sponsored by MAAO to be used as an elective course and for 15 continuing education hours including a 1 hour exam. Keith Albertsen made a motion to approve Advanced Ag Valuation as an elective course. Mike Amo seconded the motion. The motion carried.

Request for Alternative to the Demonstration Narrative

- **Benjamin Bedard** requested the board to review the Appraisal Institute's Advanced Residential Applications and Case Studies/Part 1 and Advanced Residential Report Writing/Part 2 as an alternative to the Demonstration Narrative. Keith Albertsen made a motion to approve Appraisal Institutes Advanced Residential Applications and Case Studies/Part 1 and Advanced Residential Report Writing/Part 2 as equivalent to a residential form report. Mike Amo seconded the motion. The motion carried.

Request Concerning Continuing Education Hours

- March 27, 2015 letter from George Rothmeier requesting a waiver of the continuing education hours requirement. Dave Marhula made a motion to deny the request. Gregg Larson seconded the motion. The motion carried.

Reinstatement for Certified Minnesota Assessor

- **John Curran**, Waseca County, requested to have his Certified Minnesota Assessor's license reinstated. John met all of the reinstatement requirements and his CMA license was mailed out on April 7, 2015.

Application for Certified Minnesota Assessor

- **Larry Cote**, Otter Tail County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since June 2014. If approved Larry's CMA license will take effect on July 1, 2015 for the new fiscal year.
- **Blake Dixon**, Todd County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures, Mass Appraisal Basics, 4-year Real Estate Degree from St. Cloud State University, RE Appraisal and Commercial Appraisal. Blake has a Certified General Appraiser license number 4003507 counting as 3 years of appraisal experience plus 13 months of assessment experience at Todd County resulting in the maximum experience allowed of three years. If approved Blake's CMA income qualified license will take effect on July 1, 2015 for the new fiscal year.
- **Dana Keil**, Crow Wing County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since May 2014.
- **Joleen Lentz**, Otter Tail County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since June 2014. If approved Joleen's CMA license will take effect on July 1, 2015 for the new fiscal year.
- **Sethrena Simon**, Otter Tail County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since April 2014. If approved Sethrena's CMA license will take effect on July 1, 2015 for the new fiscal year.
- **Tyler Systelien**, Otter Tail County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since April 2014. If approved Tyler's CMA license will take effect on July 1, 2015 for the new fiscal year.

Mike Amo made a motion to award the Certified Minnesota Assessor license to Larry Cote, Blake Dixon, Joleen Lentz, Sethrena Simon and Tyler Synstelién effective July 1, 2015 and Dana Keil effective May 12, 2015. Keith Albertsen seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor

- **Jonathan Thompson**, City of Eden Prairie, applied for his SAMA license. His education includes Assessment Law and Procedures, Appraiser License: 20492897, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Jonathan's form report passed the grading committee in November 2011 and he passed the Residential Case Study Exam in July 2012. Jonathan passed the Income Property Case Study Exam in September 2014. Jonathan had a successful oral interview with the Board in May 2013. Jonathan will have 5 years of assessment experience on May 17, 2015 and applied for the Senior Accredited Minnesota Assessor designation. Brian Koester made a motion to award the Senior Accredited Minnesota Assessor license to Jonathan Thompson effective May 17, 2015. Dave Marhula seconded the motion. The motion carried.
- **Elizabeth Vatsaas**, Scott County, applied for her SAMA license. Her education includes Assessment Laws & Procedures, Basic Appraisal Principles, and IAAO Course 101: Fundamentals of Real Property Appraisal, Mass Appraisal Basics, and Income Approach to Valuation, General Appraiser Income Approach Part I, MN Assessment Administration and USPAP. Elizabeth's Form report passed the grading committee in October 2014 and she passed the Residential Case Study Exam in September 2014. Elizabeth passed the Income Property Case Study Exam in March 2015. Elizabeth had a successful oral interview with the Board in January 2015. Elizabeth has 7 years of assessment experience and applied for the Senior Accredited Minnesota Assessor designation. Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to Elizabeth Vatsaas. Gary Amundson seconded the motion. The motion carried.

Appointments with the Board

- **Donna House**, Carlton County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws & Procedures, Kaplan Appraisal 101 – 104, Mass Appraisal Basics, Basic Income Approach, Income Approach to Valuation, MN Assessment Administration and USPAP. Donna has a Certified Residential Appraiser License number 20447063. Donna's Demonstration Form Appraisal Report passed the grading committee in May 2015 and she passed the Residential Case Study Exam in May 2015. Donna has 6 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Brian Koester made a motion to award the Accredited Minnesota Assessor license to Donna House effective July 1, 2015. Dave Marhula seconded the motion. The motion carried.

Discussion Items

- **Late Renewal Applications and Warning Letter:** The board decided that their previous decision regarding late renewal applications and warning letters should be included in the policy document on the board's website.
- **SCSU Fire 483 - Real Estate Finance and Investments vs MGMF 380 RE Finance & MGMF 382 RE Investment:** In the early 90's SCSU offered MGMF 380 RE Finance & MGMF 382 RE Investment as two separate classes. SCSU combined the two classes into one and renamed it Fire 483 - Real Estate Finance and Investments. The board previously approved SCSU Fire 483 - Real Estate Finance and Investments as an income course. If someone took both MGMF 380 RE Finance & MGMF 382 RE Investment would they get credit for two income courses? Dave Marhula made a motion that the combination of both courses will be used as either one income or one elective. Brian Koester seconded the motion. The motion carried.
- **Elected or appointed position question on Renewal Application:** A request has been made to notify the employer (county assessor/city assessor) when an assessor checks "yes" in this section of the renewal application. The requestor would like this section to be treated the same as the outside activity section. The board decided that the employer and county assessor will only be notified if there is a violation.

The board also decided that copies of the letters to cities and townships regarding outside activities should be sent to the county assessor.

- **ALP Course:** The current reinstatement policy requires that the ALP course must have been taken within five years of reinstatement. The board discussed whether there should be a similar requirement for an initial license application. Mike Amo made a motion that ALP must be within five years of an initial license application. Keith Albertsen seconded the motion. The motion carried.
- **USPAP Course:** Keith Albertsen made a motion that for the initial AMA or SAMA or reinstatement, if the 15 hour USPAP has not been taken within the last 5 years, a 7-hour USPAP update course must be taken. Brian Koester seconded the motion. The motion carried.
- **Elective:** Brian Koester made a motion to amend the licensure education policy to read: "Any tested weeklong course or any two 15-hour tested courses from MAAO, IAAO or the Appraisal Institute may be used as the elective required for AMA licensure." Dave Marhula seconded the motion. The motion carried.

- **Proposed Rule Changes:**
 - The board considered a rule change to allow the board to establish more than one level of licensure per jurisdiction, but decided not to pursue a change at this time.
 - The board considered a rule change clarifying MS 270.48, allowing a further breakdown of property type, but decided not to pursue a change at this time.
 - The board considered a rule change to lower 3-hour minimum for CEHs and decided to table this proposed change until clarification is obtained from the board's attorney regarding whether the 3-hour minimum can be moved from rules to policy.
- **Revision to AMA (SAMA) Interview Questions Survey:** Review new questions and answers. Tabled for May meeting.
- **BOA's role in review of licensure courses:** Decide on guidelines needed to move forward with developing criteria for courses, complaints, disciplinary actions, etc. During the review process of a course should the board be checking what the minimum passing score is? Who sets the minimum requirement for a passing grade? Tabled for May meeting.
- The chairperson set the next meeting date as Tuesday, July 14, 2015 at the St. Michael City Center in St. Michael at 9:00 am.
- Dave Marhula moved to pay the expenses for the meeting. Keith Albertsen seconded the motion. The motion carried.
- Brian Koester moved to adjourn the meeting. Jane Grossinger seconded the motion. The motion carried.