

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, July 14, 2015**

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

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 May 12, 2015 meeting were reviewed. Gary Amundson moved to approve the minutes. Dave Marhula 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	13	11	2	0	
January 1, 2015 – June 30, 2015	20	15	5	0	
July 1, 2015 – July 14, 2015	5	0	2	3	
Passed Reports (7/1/2013 – 7/14/2015)	Received AMA	Received SAMA	Have not applied for AMA yet	Received CMAS	Not enough experience
42	20	1	19	5	1

- On Friday, April 24, 2015 the Board emailed out the FY 2016 license renewal announcement to 898 assessors (485 CMA, 57 CMAS, 70 AMA, 256 SAMA and 30 Record Retention). To date, 782 licenses have been renewed and 15 Record Retention.
- On Tuesday, June 30, 2015 an email was sent out to all County Assessors, notifying them that the Fiscal Year 2016 Alphabetical Licensed Assessors list had been posted to the Minnesota State Board of Assessors' website.

Appointment with the Board

- **Cyndi Rowley**, Director of the MN Department of Revenue Property Tax Division: Cyndi reviewed the Department of Revenue's complaint process.

Approved Continuing Education Hours Requests

- ***Appraising Distinctive Residential Properties Seminar*** – Marty Fechner requested CEH's for this seminar which will be held on July 23, 2015 and August 26, 2015 and sponsored by Kaplan Professional Schools. The board's continuing education committee approved this request for 7.5 continuing education hours.
- ***17th Annual Trends Seminar – Residential/General Session*** – North Star Chapter of the Appraisal Institute requested CEH's for this seminar which was held on May 13, 2015. The board's continuing education committee approved this request for 8.0 continuing education hours.
- ***17th Annual Trends Seminar – Commercial/General Session*** – North Star Chapter of the Appraisal Institute requested CEH's for this seminar which was held on May 13, 2015. The board's continuing education committee approved this request for 8.0 continuing education hours.

Applications for Certified Minnesota Assessor

- ***Christine McChesney***, Pipestone 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. Keith Albertsen made a motion to award the Certified Minnesota Assessor license to Christine McChesney. Brian Koester seconded the motion. The motion carried.

Appointments with the Board

- **Joby Rausch**, Hennepin County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures, Mass Appraisal Basics, Bachelor's Degree in Real Estate from St. Cloud State University (which is equivalent of Residential Appraisal Principles, Residential Appraisal Procedures, the elective and the Residential Demonstration Narrative), Fire 483 Real Estate Finance & Investments, Commercial Appraisal, MN Assessment Administration and USPAP. Joby has 3 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Mike Amo made a motion to award the Accredited Minnesota Assessor license to Joby Rausch. Gary Amundson seconded the motion. The motion carried.

Appointments with the Board (cont.)

- **Benjamin Bedard**, Olmsted County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures, Kaplan Residential Appraisal 101 – 104, Mass Appraisal Basics, Basic Income Approach to Valuation, Income Approach to Valuation, MN Assessment Administration, Residential Modeling Concepts and USPAP. Benjamin has a Certified Residential Appraiser license number 40054451. Benjamin completed the Advanced Residential Applications & Case Studies/Part 1 and Advanced Residential Report Writing Part 2 (equivalent to a residential form report) passed in March 2011 and he passed the Residential Case Study Exam in June 2015. Benjamin has 5 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Mike Amo made a motion to award the Accredited Minnesota Assessor license to Ben Bedard. Jane Grossinger seconded the motion. The motion carried.

Closed Meeting

Deb Volkert made a motion to recess into the closed meeting. Gregg Larson seconded the motion. The motion carried.

The board reconvened their regular meeting.

Request concerning licensure:

Rob Kotchon is requesting the board to review the AACI and AMAA requirements to determine what he needs for Minnesota licensure. **The board determined that the AMAA & AACI designations are equivalent to the following education courses; Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, two Income courses, Elective, 15 Hour USPAP and Narrative. The AMAA designation is equivalent to 3 years of assessment experience.**

Discussion Items

- **Licensed Required:** Any individual regularly employed by the county to do any appraisal, appraisal review and/or represent the county in tax court must be licensed within three years of starting assessment work in Minnesota. Statute states that only licensed assessors with income qualifications may value income producing properties for ad valorem tax purposes.
- **Grading Committee** – Bob Wilson submitted a letter requesting approval of four new grading committee members. **Keith Albertsen made a motion to approve the recommended form report graders subject to each of them attending a graders workshop and form report appraisal workshop. Brian Koester seconded. The motion carried.**
- **Outside Activities:** The board revisited the decision that was made at the May meeting to copy the county assessor on the outside activities letters to all cities and towns. **County Assessors will be copied on all letters.**
- **BOA's role in review of licensure courses:** This topic was tabled until the September meeting.
- **Revision to AMA (SAMA) Interview Questions Survey:** Review new questions and answers. Tabled until September meeting.

- The chairperson set the next meeting date as Tuesday, September 15, 2015 at the St. Michael City Center in St. Michael at 9:00 am.
- Keith Albertsen moved to pay the expenses for the meeting. Deb Volkert seconded the motion. The motion carried.
- Dave Marhula moved to adjourn the meeting. Brian Koester seconded the motion. The motion carried.