

**State Board of Assessors  
Meeting Minutes  
St. Michael City Center  
September 15, 2015**

Vice-chairperson Brian Koester convened the meeting at 9:00am.

Board members in attendance were:

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

Steve Sinell was unable to attend.

Dave Marhula approved the amended agenda. Jane Grossinger seconded the motion. The motion carried.

Minutes of the July 14, 2015 meeting were reviewed. Keith Albertsen moved to approve the minutes. Dave Marhula seconded the motion. The motion carried.

Closed Minutes of the July 14, 2015 meeting were reviewed. Gary Amundson moved to approve the minutes. Gregg Larson 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 – September 15, 2015	5	4	1	1

  

Passed Reports (7/1/2013 – 9/15/2015)	Received AMA	Received SAMA	Have not applied for AMA yet	Received CMAS	Not enough experience
47	20	1	25	5	1

- One form report was rejected on second submission. The individual will need to select a new subject and write a new report, as well as attend the report writing seminar.

### Updates (cont.)

- FY 2016 Renewal Application reminder letter was sent out on August 6, 2015 to 55 assessors that had not renewed their FY 2016 license. 3 AMA, 35 CMA, 3 CMAS, 2 SAMA & 12 Record Retention. As of September 11, 2015 30 people have responded to the letter.
- There are 808 Assessors licensed for FY 2016. 448 CMA, 46 CMAS, 67 AMA & 247 SAMA. 19 assessors are on Record Retention (not included in the total number of assessors)
- Outside Activity letters went out on August 19, 2015.
- Basic Ag 101: The first course took place on June 1 – 2, 2015.
- One warning letter was sent out for a late FY 2015 license renewal.

### Approved Continuing Education Hours Requests

- ***Appraisal for Ad Valorem Taxation for Communications, Energy and Transportation Properties*** – Jon Van Nurden requested CEH's for this course that was held on July 26 – 30, 2015 and sponsored by Wichita State University. The board's continuing education committee approved this request for 20 continuing education hours.
- ***Appraisal of Assisted Living Facilities*** – Chase Peloquin requested CEH's for this online course that is sponsored by McKissock. The board's continuing education committee approved this request for 8 continuing education hours.
- ***Appraisal of Fast Food Restaurant Facilities*** – Chase Peloquin requested CEH's for this online course that is sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.
- ***Appraisal of Self Storage Facilities*** – Chase Peloquin requested CEH's for this online course that is sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.
- ***Evaluating Residential Construction*** – Maribelle Cushman requested CEH's for this seminar that was held on August 5, 2015 and sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 7.5 continuing education hours.
- ***Expert Witness for Commercial Appraisers*** – Chase Peloquin requested CEH's for this online course that is sponsored by McKissock. The board's continuing education committee approved this request for 12 continuing education hours.
- ***MAAO Fall Conference Seminars*** – Tami Paulson requested CEH's for this seminar being held on October 4 – 7, 2015 and sponsored by MAAO. The board's continuing education committee approved this request for the number of continuing education hours identified on the seminar description sheet.
- ***Online Subdivision Valuation*** – Daniel Eischens requested CEH's for this online course that is sponsored by the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.

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

- ***Residential Grading, Condition and Data Input*** – Scott Johnson and Mike Weeks requested 6 continuing education hours for this seminar which will be held on September 9 – 10, 2015, sponsored by Vanguard Appraisals, Inc. The board's continuing education committee denied this seminar based on the details submitted were not clearly identified as to what is actual data input type information specific to the Vanguard system and how much is appraisal education.

### **Requests for Elective Course**

- ***Jessi Glancey*** requested the board to review the course description for Apartment Valuation sponsored by MAAO to be used as an elective course and for 15 continuing education hours including a 1 hour exam. Mike Amo made a motion to approve Apartment Valuation as an elective course. Gregg Larson seconded the motion. The motion carried.

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

- **Stacey Nemec**, McLeod 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. Deb Volkert made a motion to award the Certified Minnesota Assessor license to Stacey Nemec. Jane Grossinger seconded the motion. The motion carried.

### **Applications for Certified Minnesota Assessor Specialist**

- **Renee Frensko**, Carver County, applied for the Certified Minnesota Assessor Specialist license. Her education includes Assessment Laws, History and Procedures, ProSource Appraisal 101 – 104, Techniques of Mass Appraisal, Income Approach to Valuation and Basic Income Approach to Value. Renee's Demonstration Form Appraisal Report passed the grading committee in July 2015. Renee has 12 years of assessment experience. Gregg Larson made a motion to award the Certified Minnesota Assessor Specialist license to Renee Frensko. Dave Marhula seconded the motion. The motion carried.
- **Michelle Nelson**, Pennington County, applied for the Certified Minnesota Assessor Specialist license. Her education includes Assessment Laws, History and Procedures, Residential Appraisal, Techniques of Mass Appraisal, Income Approach to Valuation and Basic Income Approach to Valuation. Michelle's Demonstration Form Appraisal Report passed the grading committee in June 2015. Michelle has 13 years of assessment experience. Jane Grossinger made a motion to award the Certified Minnesota Assessor Specialist license to Michelle Nelson. Gary Amundson seconded the motion. The motion carried.

### **Appointments with the Board**

- Cyndi Rowley, Jon Klockziem and Mike Stalberger presented a Training Proposal to the board. Keith Albertsen made a motion to approve the training proposal for continuing education as presented. Dave Marhula seconded the motion. The motion carried.
- Harriet Sims met with the board and reviewed the proposed rules changes. The board reviewed the rule change process and the timeline when the rule changes will take effect. The board also reviewed the certificate of resolution. Keith Albertsen made a motion to approve the Authorizing Resolution. Gregg Larson seconded the motion. The motion carried.
- **Alyssa Browne**, City of Minneapolis, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws and Procedures, Mass Appraisal Basics, Bachelor's Degree in Real Estate from the University of St. Thomas (which is equivalent of Residential Appraisal Principles, Residential Appraisal Procedures, the elective and the Residential Demonstration Narrative), General Appraiser Income Approach, Advanced Income Capitalization, MN Assessment Administration and USPAP. Alyssa has a Certified General Appraiser license number 40177882. Alyssa has 6 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Gregg Larson made a motion to award the Accredited Minnesota Assessor license to Alyssa Browne. Deb Volkert seconded the motion. The motion carried.
- **Linda Fearing**, Ramsey County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws and Procedures, Appraisal Principles, Basic Valuation Procedures, Basic Income Approach to Valuation, Income Approach to Valuation, MN Assessment Administration and USPAP. Linda has been a SRA member since January 20, 1992 (equivalent to a residential narrative). Linda has a Certified Residential Appraiser license number 4001733. Linda has 8 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Keith Albertsen made a motion to award the Accredited Minnesota Assessor license to Linda Fearing. Gary Amundson seconded the motion. The motion carried.
- **Kelsey Jorissen**, Anoka County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws and Procedures, Basic Appraisal Principals, Basic Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Valuation, Income Approach to Valuation, MN Assessment Administration, Residential Modeling Concepts and USPAP. Kelsey's Demonstration Form Appraisal Report passed the grading committee in June 2015 and she passed the Residential Case Study Exam in July 2015. Kelsey has 3 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Dave Marhula made a motion to award the Accredited Minnesota Assessor license to Kelsey Jorissen. Mike Amo seconded the motion. The motion carried.

### **Appointments with the Board (cont.)**

- **Molly Johnson**, Anoka County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History and Procedures, ProSource Appraisal 101 – 104, Basic Income Approach to Value, Income Approach to Valuation, IAAO Assessment Administration and USPAP. Molly has a Certified Residential Appraiser License number 20302713. Molly's Demonstration Form Appraisal Report passed the grading committee in April 2015 and she passed the Residential Case Study Exam in July 2015. Molly has 10 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Gary Amundson made a motion to award the Accredited Minnesota Assessor license to Molly Johnson. Jane Grossinger seconded the motion. The motion carried.
- **Michelle Snobl**, Wilkin County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History and Procedures, Residential Appraisal, Techniques of Mass Appraisal, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Michelle's Demonstration Form Appraisal Report passed the grading committee in June 2014 and she passed the Residential Case Study Exam in July 2015. Michelle has 15 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Jane Grossinger made a motion to award the Accredited Minnesota Assessor license to Michelle Snobl. Dave Marhula seconded the motion. The motion carried.
- **Scott Vinkemeier**, Cass County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures, Kaplan Appraisal 101 - 104, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Scott's Demonstration Form Appraisal Report passed the grading committee in June 2014 and he passed the Residential Case Study Exam in July 2015. Scott has 6 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 Scott Vinkemeier. Dave Marhula seconded the motion. The motion carried.

### **Discussion Items**

- **Assessment Experience:** The board reviewed the request for years of assessment experience based on employment with the county. Keith Albertsen made a motion to approve her experience to count as the one year required experience. Gary Amundson seconded the motion. The motion carried.
- **Late License Renewals:** Assessors who send in their license renewal applications on or after September 1<sup>st</sup> will receive a warning letter if it is determined that they were actively working since July 1<sup>st</sup>.
- **Revision to AMA (SAMA) Interview Questions Survey:** The board revised the list of questions, combining for review at next 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 November meeting.

## **Closed Meeting**

Deb Volkert made a motion to recess into the closed meeting. Gary Amundson seconded the motion. The motion carried.

The board reconvened their regular meeting.

- The co-chairperson set the next meeting dates as Monday, November 16, 2015 and Tuesday, November 17, 2015 at the St. Michael City Center in St. Michael at 9:00 am.
- Keith Albertsen moved to pay the expenses for the meeting. Dave Marhula seconded the motion. The motion carried.
- Dave Marhula moved to adjourn the meeting. Keith Albertsen seconded the motion. The motion carried.