

**State Board of Assessors  
Meeting Minutes  
St. Michael City Center  
Monday, November 16, 2015 &  
Tuesday, November 17, 2015**

**MONDAY, NOVEMBER 16, 2015**

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

Board members in attendance were:

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

Gary Amundson was unable to attend.

Minutes of the September 15, 2015 meeting were reviewed. Dave Marhula moved to approve the minutes. Brian Koester seconded the motion. The motion carried.

Closed Minutes of the September 15, 2015 meeting were reviewed. Jane Grossinger 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	13	11	2	0
January 1, 2015 – June 30, 2015	20	15	5	0
July 1, 2015 – November 16, 2015	13	10	2	2

Passed Reports (7/1/2013 – 11/16/2015)	Received AMA	Received SAMA	Have not applied for AMA yet	Received CMAS	Not enough experience
51	25	1	18	7	0

### **Updates (cont.)**

- **Proposed 2016 board meeting schedule:** Start time for future board meetings will be at 9:00 am.
- **Online vote for proposed fees:** Deb Volkert made a motion on September 18, 2015 to approve the proposed fees and to include the inflator. Keith Albertsen seconded the motion. The motion carried.
- **Education update from Brian & Gary:** Brian was unable to attend the summit meeting. He is starting to receive course results and student statistics reports from MAAO and will share with the board via email. MAAO is preparing courses for 2016.
- **MAAO test results timeframe:** The board discussed the length of time it is taking to receive some test results from MAAO.
- **Kaplan Procedures course:** The board discussed a call received from an assessor regarding the Procedures Course and the Department of Commerce.
- **Board Disciplinary Actions:** Deb Volkert made a motion to establish the following policy: when the board issues a warning letter, the minutes will include that the warning was sent, why it was given but will not include the name of the assessor. When a warning letter is sent to an assessor, a copy will be sent to the assessor's employer. When the board issues a fine, suspension and/or revocation the minutes will include that the fine/suspension/revocation was sent, why it was given, and the name of the assessor. When a fine/suspension/revocation notice is sent to an assessor, a copy will be sent to the assessor's employer. Keith Albertsen seconded the motion. The motion carried.
- **Warning Letter Issued:** The board issued a warning letter under Minn. Stat. § 270.41, Subd 3 on October 2, 2015 stating that the assessor's inquiry regarding purchasing the taxpayer's property was a violation of Item 2, Paragraph a of the Code of Conduct and Ethics for Licensed Minnesota Assessors.
- **CEH Committee:** Keith Albertsen made a motion to nominate Gary Amundson as Mike Amo's replacement on the continuing education committee. Gregg Larson seconded the motion. The motion carried.

### Approved Continuing Education Hours Requests

- **2015 Local Assessor Workshop** – Joy Kanne requested CEH’s for this course that was held on October 14, 2015, October 20, 2015 & November 12, 2015 and sponsored by MAAO. The board’s continuing education committee approved this request for 8 continuing education hours.
- **IAAO 81<sup>st</sup> Annual International Conference** – Dan Whitman requested CEH’s for this conference that was held on September 13 – 16, 2015 and sponsored by IAAO. The board’s continuing education committee approved this request for 8.5 continuing education hours which was based on the number of instructional hours stated on the signed submitted Uniform Request for Recertification Credit document provided by the requester.
- **Legal Description Seminar** – Cindy Brehmer requested CEH’s for this seminar that was held on September 21 -22, 2015 and sponsored by The Sidwell Company. The board’s continuing education committee approved this request for 13 continuing education hours.

### Applications for Certified Minnesota Assessor

- **Nathan Aakre**, City of Moorhead, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since December 2013.
- **Laura Aamodt**, Washington County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Valuation and Income Approach to Valuation. Assessment experience since September 2013. Laura Aamodt received a Certified Minnesota Assessor income qualified license.
- **Tim Bulger**, City of Minnetonka, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since August 2014.
- **Ryan Carlson**, Carlton County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since June 2014.
- **Kelly Carson**, Sibley County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since August 2014.
- **Joseph Deverell**, Ramsey County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since September 2014.

### **Applications for Certified Minnesota Assessor (cont.)**

- **Wesley Hanson**, Hennepin County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since August 2014.
- **Braden Johnson**, Hennepin County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since August 2013.
- **Christina Johnson**, St. Louis County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since October 2013.
- **Andrea Jones**, City of Minneapolis, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Kaplan Residential Appraisal 101 – 104 and Mass Appraisal Basics. Andrea has a Certified Residential Appraiser license number 20017682 counting as 2 ½ years of appraisal experience plus 1 ½ months of assessment experience at the City of Minneapolis.
- **Michael Kellar**, Mower County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Kaplan Residential Appraisal 101 – 104 and Mass Appraisal Basics. Michael has a Licensed Residential Appraiser license number 20373210 counting as 2 years of appraisal experience plus 7 months of assessment experience at Mower County.
- **Shane Larsen**, Hennepin County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Shane has a Certified Residential Appraiser license number 40230404 counting as 2 ½ years of appraisal experience plus 1 year of assessment experience at Hennepin County resulting in the maximum experience allowed of three years.
- **Bonnie Lay**, Pope County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since August 2014.
- **Emily Lien**, City of Willmar, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since September 2013.
- **Timothy Marolt**, St. Louis County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since October 2013.

### **Applications for Certified Minnesota Assessor (cont.)**

- **Tammy Mortenson**, Chippewa County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Valuation and Income Approach to Valuation. Assessment experience since December 2013. Tammy Mortenson received a Certified Minnesota Assessor income qualified license.
- **Ashlei Munneke**, Hennepin County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since May 2013.
- **Meggie Munsterman**, Watonwan County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since March 2014.
- **Corey Schwartz**, Le Sueur County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since June 2014.
- **Gina Sievert**, Sibley County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, ProSource Residential Appraisal 101 – 104 and Mass Appraisal Basics. Gina has a Certified Residential Appraiser license number 20268187 counting as 2 ½ years of appraisal experience plus 4 months of assessment experience at Sibley County.
- **David Thomsen**, Scott County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Kaplan Residential Appraisal 101 – 104 and Mass Appraisal Basics. David has a Certified Residential Appraiser license number 20590222 counting as 2 ½ years of appraisal experience plus 1 year of assessment experience at Scott County resulting in the maximum experience allowed of three years.
- **Joshua Whitney**, Hennepin County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Kaplan Residential Appraisal 101 – 104 and Mass Appraisal Basics. Joshua has a Certified Residential Appraiser license number 4003201 counting as 2 ½ years of appraisal experience plus 1 year of assessment experience at Hennepin County resulting in the maximum experience allowed of three years.
- **Bradley Zimmer**, Redwood County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures and Mass Appraisal Basics. Assessment experience since October 2014.

Deb Volkert made a motion to award the Certified Minnesota Assessor license to Nathan Aakre, Laura Aamodt, Tim Bulger, Ryan Carlson, Kelly Carson, Joseph Deverell, Wesley Hanson, Braden Johnson, Christina Johnson, Andrea Jones, Michael Kellar, Shane Larsen, Bonnie Lay, Emily Lien, Timothy Marolt, Tammy Mortenson, Ashlei Munneke, Meggie Munsterman, Corey Schwartz, Gina Sievert, David Thomsen, Joshua Whitney and Bradley Zimmer, effective November 17, 2015. Brian Koester seconded the motion. The motion carried.

### **Application for Certified Minnesota Assessor Specialist**

- **Lori Bistodeau**, Sherburne County, applied for the Certified Minnesota Assessor Specialist license. Her education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Income Approach to Valuation, and Basic Income Approach to Valuation. Lori's Demonstration Form Appraisal Report passed the grading committee in July 2015. Assessment experience since January 2011. Brian Koester made a motion to award the Certified Minnesota Assessor Specialist license to Lori Bistodeau. Deb Volkert seconded the motion. The motion carried.
- **Ashley Gunderson**, Hennepin County, applied for the Certified Minnesota Assessor Specialist license. Her education includes Assessment Laws and Procedures with Ethics, Mass Appraisal Basics, and Bachelor's Degree in Real Estate from St. Cloud State University (equivalent to Basic Appraisal Principles, Basic Appraisal Procedures, Elective and Residential Narrative), Commercial Appraisal and Real Estate Finance & Investment. Ashley has a Certified General Appraiser license number 20486606 counting as 3 years of appraisal experience plus 1 year of assessment experience at Hennepin County resulting in the maximum experience allowed of three years for an initial Minnesota assessor license. Dave Marhula made a motion to award the Certified Minnesota Assessor Specialist license to Ashley Gunderson. Gregg Larson seconded the motion. The motion carried.

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

- **Alyssa Browne**, City of Minneapolis, applied for her Senior Accredited Minnesota Assessors license. 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 had a successful oral interview with the Board in September 2015. Alyssa passed the Income Property Case Study Exam in September 2015. Assessment experience since July 2009. Mike Amo made a motion to award the Senior Accredited Minnesota Assessor license to Alyssa Browne. Jane Grossinger seconded the motion. The motion carried.
- **Michael Cebulla** applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Laws, History and Procedures with Ethics, Residential Appraisal, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, Management and Supervision and USPAP. Michael's Demonstration Form Report passed the grading committee in April 2012 and the Residential Case Study Exam in September 2008. Michael had a successful oral interview with the Board in May 2012. Michael passed the Income Property Case Study Exam in September 2015. Assessment experience since August 2001. Brian Koester made a motion to award the Senior Accredited Minnesota Assessor license to Michael Cebulla. Dave Marhula seconded the motion. The motion carried.

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

- **Stacy Honkomp**, Douglas County, applied for her Senior Accredited Minnesota Assessors license. Her education includes Assessment Laws, History and Procedures with Ethics, Appraisal Principles, Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach, Income Approach to Valuation, MN Assessment Administration and USPAP. Stacy's Demonstration Form Appraisal report passed the grading committee in October 2013 and she passed the Residential Case Study Exam in January 2014. Stacy had a successful oral interview with the Board in January 2014. Stacy passed the Income Property Case Study Exam in September 2015. Assessment experience since February 2004. Deb Volkert made a motion to award the Senior Accredited Minnesota Assessor license to Stacy Honkomp. Jane Grossinger seconded the motion. The motion carried.
- **Kelly Jacobsson**, Hennepin County, applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Laws and Procedures with Ethics, Mass Appraisal Basics, Bachelor's Degree in Real Estate from St. Cloud State University (equivalent of Residential Appraisal Principles, Residential Appraisal Procedures, the elective and the Residential Demonstration Narrative), Fire 483 Real Estate Finance & Investments, Income Approach to Valuation, MN Assessment Administration and USPAP. Kelly had a successful oral interview with the Board in September 2014. Kelly passed the Income Property Case Study Exam in September 2015. Assessment experience since February 2010. Brian Koester made a motion to award the Senior Accredited Minnesota Assessor license to Kelly Jacobsson. Dave Marhula seconded the motion. The motion carried.
- **Christopher Odden**, Todd County, applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Laws and Procedures with Ethics, Residential Appraisal Principles, Residential Appraisal Procedures, Techniques of Mass Appraisal, Basic Income Approach to Value, Income Approach to Valuation, Management & Supervision and USPAP. Chris's Demonstration Form Appraisal report passed the grading committee in January 2014 and he passed the Residential Case Study Exam in December 2013. Chris had a successful oral interview with the Board in January 2014. Chris passed the Income Property Case Study Exam in September 2015. Assessment experience since August 2005. Deb Volkert made a motion to award the Senior Accredited Minnesota Assessor license to Christopher Odden. Gregg Larson seconded the motion. The motion carried.
- **Valerie Ruesch**, Nobles County, applied for her Senior Accredited Minnesota Assessors license. Her education includes Assessment Laws and Procedures, Residential Appraisal, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Val's Demonstration Form Appraisal report passed the grading committee in May 2014 and she passed the Residential Case Study Exam in September 2014. Val had a successful oral interview with the Board in November 2014. Val passed the Income Property Case Study Exam in September 2015. Assessment experience since November 1999. Brian Koester made a motion to award the Senior Accredited Minnesota Assessor license to Valerie Ruesch. Jane Grossinger seconded the motion. The motion carried.

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

- **Penny Schmit**, Wabasha County, applied for her Senior Accredited Minnesota Assessors license. Her education includes Assessment Laws, History & Procedures; Residential Appraisal; Basic Income Approach to Valuation; Income Approach to Valuation; MN Assessment Administration; and USPAP. Penny's Demonstration Form Appraisal Report passed the grading committee in January 2015 and she passed the Residential Case Study Exam in February 2015. Penny had a successful oral interview with the Board in March 2015. Penny passed the Income Property Case Study Exam in October 2015. Assessment experience since March 1995. Keith Albertsen made a motion to award the Senior Accredited Minnesota Assessor license to Penny Schmit. Dave Marhula 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.

### **Appointments with the Board**

- **Jonathan Crowe**, City of Edina, met with the Board for his Senior Accreditation Oral Interview. His education includes Assessment Law and Procedures with Ethics, Residential Appraisal Principles, Residential Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, Assessment Administration and USPAP. Jonathan's Demonstration Form Report passed the grading committee in August 2015 and he passed the Residential Case Study Exam in July 2015. Jonathan passed the Income Property Case Study Exam in September 2015. Jonathan has 6 years of assessment experience and he applied for the Senior Accredited Minnesota Assessor License. Mike Amo made a motion to award the Senior Accredited Minnesota Assessor license to Jonathan Crowe. Deb Volkert seconded the motion. The motion carried.
- **Michele Gelo**, City of Minnetonka, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History and Procedures, Residential Appraisal, Techniques of Mass Appraisal Basics, Basic Income Approach to Valuation, Income Approach to Valuation, MN Assessment Administration and USPAP. Michele's Demonstration Form Report passed the grading committee in June 2015 and she passed the Residential Case Study Exam in August 2015. Michele has 12 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 Michele Gelo. Keith Albertsen seconded the motion. The motion carried.

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

- **William Burrows**, Scott County, met with the Board for his Senior Accreditation Oral Interview. His education includes Assessment Law and Procedures with Ethics, Mass Appraisal Basics, MN Assessment Administration and USPAP. William is a MAI Member (equivalent to Basic Appraisal Principles, Basic Appraisal Procedures, Two Income courses, Elective, Form Report and both Residential and Income Narratives), and has a Certified General Appraiser license number 20021273. William has 6 years of assessment experience and he applied for the Senior Accredited Minnesota Assessor License. Gregg Larson made a motion to award the Senior Accredited Minnesota Assessor license to William Burrows. Dave Marhula seconded the motion. The motion carried.
- **Angela Nelson**, Blue Earth County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History and Procedures, Residential Appraisal, Mass Appraisal Basics, Basic Income Approach to Value and Income Approach to Valuation, MN Assessment Administration and USPAP. Angela's Demonstration Form Report passed the grading committee in November 2013 and she passed the Residential Case Study Exam in September 2015. Angela has 11 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 Angela Nelson. Gregg Larson seconded the motion. The motion carried.
- **Mark Manderfeld**, Blue Earth County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History and Procedures, Residential Appraisal, Mass Appraisal Basics, Basic Income Approach to Valuation, Income Approach to Valuation, MN Assessment Administration and USPAP. Mark's Demonstration Form Report passed the grading committee in July 2011 and he passed the Residential Case Study Exam in September 2015. Mark has 12 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Brian Koester made a motion to award the Accredited Minnesota Assessor license to Mark Manderfeld. Dave Marhula seconded the motion. The motion carried.
- **Douglas Traxler**, Blue Earth County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History and Procedures, Residential Appraisal, Techniques of Mass Appraisal, Basic Income Approach to Value, Income Approach to Valuation, Assessment Administration and USPAP. Douglas's Demonstration Form Report passed the grading committee in August 2011 and he passed the Residential Case Study Exam in October 2015. Douglas has 23 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Keith Albertsen made a motion to award the Accredited Minnesota Assessor license to Douglas Traxler. Deb Volkert seconded the motion. The motion carried.

The board recessed until 9:00 am Tuesday.

## TUESDAY, NOVEMBER 17, 2015

Chairperson Steve Sinell reconvened the BOA 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	

### Discussion Items

- **Continuing Education Hours:** The board's administrator will record courses/seminars when assessors surpass the required hours for the 4-year cycle.

**Jurisdictional License Level:** Wright County requested the board reevaluate one city that has experienced growth which now fits the criteria for requiring SAMA. Brian Koester moved to approve the request for the city of Otsego to require SAMA effective July 1, 2019. Gregg Larson seconded the motion. The motion carried.

The board discussed whether the entire board should review this type of request for change or if requests that meet the criteria that was used should automatically be made. The board decided that the entire board will review all requests to determine the change request will be granted.

The board discussed if all jurisdictions should be reviewed periodically to determine if they meet the criteria to require SAMA. MN Rule 1950.1020 states that every ten years the board shall review and consider the criteria for determining the jurisdictional license levels.

- **Question regarding assessor with realtor's license buying own home:** The board determined that assessors that also have a realtors license are not prohibited from representing themselves when purchasing a home for themselves or a spouse so long as the assessor abides by all other ethical and professional requirements and avoids the appearance of impropriety.

- **Proposed Rule Changes:**
  - The board discussed the Department of Revenue’s request that the board delay two of the proposed rule changes. Gregg Larson made a motion that “the board believes that it is important to retain the provision for continuing education hours for statutorily required courses among those rule changes proposed for notice in 2016 and requests that the director of the property tax division communicate this position to the commissioner.” Mike Amo seconded the motion. The motion failed with five yeas, two nays and one abstention. The motion was denied. Dave Marhula made a motion to accept the proposal to delay two of the proposed rule changes. Keith Albertsen seconded the motion. The motion carried with five yeas, two nays and one abstention.
  - MS **197.4552** regarding expedited and temporary license for military requires that we have a temporary license for the situations described. Further research needs to be done regarding wording for the proposed rule change.
  
- **Revision to AMA (SAMA) Interview Questions Survey:** The board reviewed the revised list and made changes to a few questions. Further discussion was tabled until the January meeting.
  
- **Assessment Experience:** What constitutes one year, review current policy. (One calendar year (twelve calendar months) of assessment experience is the requirement for certification as a CMA). The board briefly discussed this topic. Keith made a motion to table further discussion until the January meeting. Jane seconded the motion. The motion carried. Gary will work on something for the January 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. This topic was tabled until the January meeting.

## Appointments with the Board

- **John Purkis**, Anoka County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Valuation, Income Approach to Valuation, MN Assessment Administration, Property Tax Policy and USPAP. John's Demonstration Form Report passed the grading committee in August 2015 and he passed the Residential Case Study Exam in July 2015. John has 3 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Keith Albertsen made a motion to award the Accredited Minnesota Assessor license to John Purkis. Brian Koester seconded the motion. The motion carried.
- **Jennifer Flicek**, Le Sueur County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History and Procedures, Residential Appraisal, Techniques of Mass Appraisal Basics, Basic Income Approach to Valuation, Income Approach to Valuation, MN Assessment Administration and USPAP. Jennifer's Demonstration Form Report passed the grading committee in June 2015 and she passed the Residential Case Study Exam in July 2015. Jennifer has 14 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 Jennifer Flicek. Dave Marhula seconded the motion. The motion carried.
- **Dan Panka**, Lincoln County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration, Property Tax Policy and USPAP. Dan's Demonstration Form Report passed the grading committee in August 2014 and he passed the Residential Case Study Exam in July 2015. Dan has 5 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Brian Koester made a motion to award the Accredited Minnesota Assessor license to Dan Panka. Gary Amundson seconded the motion. The motion carried.
- **Scott Schutz**, Anoka County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures with Ethics, Bachelor's Degree in Real Estate from the St. Cloud University (which is equivalent of Residential Appraisal Principles, Residential Appraisal Procedures, the elective and the Residential Demonstration Narrative), Real Estate Finance, Commercial Appraisal, MN Assessment Administration and USPAP. Scott has a Certified Residential Appraiser license number 20147302. Scott has 3 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Jane Grossinger made a motion to award the Accredited Minnesota Assessor license to Scott Schutz. Dave Marhula seconded the motion. The motion carried.

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

- **Matthew Naatz**, Dodge County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Valuation, Income Approach to Valuation, MN Assessment Administration, Residential Sales Comparison & Income Approach: Concepts & Techniques and USPAP. Matthew's Demonstration Form Report passed the grading committee in April 2015 and he passed the Residential Case Study Exam in July 2015. Matthew has 6 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Brian Koester made a motion to award the Accredited Minnesota Assessor license to Matthew Naatz. Jane Grossinger seconded the motion. The motion carried.
- **Amy Riedel**, City of Alexandria, met with the Board for her **Senior Accreditation Oral Interview**. Hers education includes Assessment Law and Procedures with Ethics, Residential Appraisal Principles, Residential Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, Assessment Administration and USPAP. Amy's Demonstration Form Report passed the grading committee in April 2015 and she passed the Residential Case Study Exam in July 2015. Amy passed the Income Property Case Study Exam in September 2015. Amy has 9 years of assessment experience and she applied for the Senior Accredited Minnesota Assessor License. Dave Marhula made a motion to award the Senior Accredited Minnesota Assessor license to Amy Riedel. Brian Koester seconded the motion. The motion carried.

This was Mike Amo's last meeting as a member of the Minnesota State Board of Assessors. Mike served for 12 years on the board. Board members presented him with a gift, as well as a certificate of appreciation from Commissioner of Revenue, Cynthia Bauerly.

- The chairperson set the next meeting date as Tuesday, January 19, 2016 at the St. Michael City Center in St. Michael at 9:00 am.
- Dave Marhula moved to pay the expenses for the meeting. Brian Koester seconded the motion. The motion carried.
- Mike Amo moved to adjourn the meeting. Jane Grossinger seconded the motion. The motion carried.