

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, January 19, 2016**

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

Board members in attendance were:

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

Minutes of the November 16 & 17, 2015 meeting were reviewed. Dave Marhula moved to approve the minutes as corrected. Brian Koester seconded the motion. The motion carried.

Closed Minutes of the November 16 & 17, 2015 meeting were reviewed. Brian Koester moved to approve the minutes. Keith Albertsen seconded the motion. The motion carried.

Election of Officers

- Nomination for Vice Chair: Keith Albertsen made a motion to nominate Brian Koester for vice chair, that all nominations cease and a unanimous ballot be cast. Gregg Larson seconded the motion. The motion carried. Brian Koester is the vice chair.
- Nomination for Chair: Brian Koester made a motion to nominate Steve Sinell as chair, that all nominations cease and a unanimous ballot be cast. Keith Albertsen seconded the motion. The motion carried. Steve Sinell is the chair.

Grading Committee Appointments

- Form Report Grading Committee: Dave Marhula made a motion to reappoint form report committee members: Tamara Anderson, Patrick Chapman, Kyle Holmes, Kim Jensen, Keith Kern, Rebecca Malmquist, Ann Miller, Teresa Mitchell, Bill Riley, Nate Stulc, Lori Thingvold and Patrick Todd with Bob Wilson as chair. Brian Koester seconded the motion. The motion carried.
- Narrative Grading Committee: Gary Amundson made a motion to reappoint narrative committee members: Kim Jensen and Rebecca Malmquist, with Bob Wilson as chair. Deb Volkert seconded the motion. The motion carried.

Updates

- Charlie Blekre was introduced as the new appraisal board member. Charlie is from Rochester, Minnesota.
- **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 – December 31, 2015		16	12	2	2
Passed Reports (7/1/2013 – 12/31/2015)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
53	29	2	7	15	0

- **March Meeting:** Board members discussed the possibility of changing the March board meeting date. Consensus of the board members was to keep the meeting on Tuesday, March 15, 2016.
- **MAAO Education committee update from Brian Koester & Gary Amundson:** Gary Amundson explained that MAAO combined two committees into the new MAAO Curriculum and Assessor Standards committee. They are at the beginning stages of developing educational competencies for each assessor licensure level. The committee had their first conference call with all members on January 14, 2016. They will be meeting again in March.

Approved Continuing Education Hours Requests

- **7-Hour National USPAP Update** – Maribelle Cushman requested CEH's for this course that will be held on January 19, 2016 and July 13, 2016 and sponsored by the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **2015 Office Summit** – Cory Bultema requested CEH's for this summit that was held on December 4, 2015 and sponsored by the MN Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **2016 Apartment Summit** – Cory Bultema requested CEH's for this summit that was held on January 8, 2016 and sponsored by the MN Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **FHA Single Family Housing Appraisal Requirements** – Maribelle Cushman requested CEH's for this seminar that was held on December 3, 2015 and sponsored by the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **IAAO Online Courses** – The board's continuing education committee approved all of the IAAO courses offered online except for Course 809: Online Excel Tutorial. The approved IAAO online courses will receive the continuing education hours approved by IAAO.
- **What's Trending in Public Finance seminar** – Elizabeth Diaz requested CEH's for this seminar that will be held on February 4 - 5, 2016 and sponsored by Ehlers & Associates. The board's continuing education committee approved 10 out of the 15 seminars offered for a minimum of 3 hours and up to a maximum of 7.5 continuing education hours.

Request for Coursework to be equivalent to Real Estate Degree

- **Denise Lingwall** requested the board to review completed coursework and the Real Estate certificate from the University of Minnesota to be approved by the Board of Assessors as an equivalent to the BS in Real Estate from St. Cloud State University. Keith Albertsen made a motion to deny the request. Brian Koester seconded the motion. The motion carried. The board felt the course work was missing components that are required for the 4-year real estate degree.

Application for Certified Minnesota Assessor

- **Lauren Anderson**, Hubbard 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 April 2014.
- **Kelly Bradford**, 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 October 2013.
- **Heather Bruley**, Polk 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 January 2015.
- **Lisa Olson**, Mille Lacs 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 2014.
- **Mark Theobald**, Olmsted County, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Bachelor's Degree in Real Estate from St. Cloud State University (equivalent to Basic Appraisal Principles, Basic Appraisal Procedures, Elective and Residential Narrative) and Mass Appraisal Basics. Assessment experience since December 2014.

Brian Koester made a motion to award the Certified Minnesota Assessor license to Lauren Anderson, Kelly Bradford, Heather Bruley, Lisa Olson and Mark Theobald effective January 19, 2016. Deb Volkert seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor

- **Janelle Disrud**, City of Maple Grove, applied for her Senior Accredited Minnesota Assessors license. Her education includes Assessment Laws, History and Procedures with Ethics, Residential Appraisal, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, Management & Supervision and USPAP. Janelle's Demonstration Form Appraisal report passed the grading committee in May 2013 and she passed the Residential Case Study Exam in July 2013. Janelle had a successful oral interview with the Board in November 2013. Janelle passed the Income Property Case Study Exam in October 2015. She has assessment experience since August 2001. Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to Janelle Disrud. Deb Volkert seconded the motion. The motion carried.
- **Corey Erickson**, Ramsey County, applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Laws, History and Procedures with Ethics, ProSource Residential Appraisal 101 – 104, Techniques of Mass Appraisal, Basic Income Approach to Value, Income Approach to Valuation, Management & Supervision and USPAP. Corey's Demonstration Form Appraisal report passed the grading committee in March 2008 and he passed the Residential Case Study Exam in April 2008. Corey had a successful oral interview with the Board in May 2008. Chris passed the Income Property Case Study Exam in December 2015. He has assessment experience since December 1998. Gary Amundson made a motion to award the Senior Accredited Minnesota Assessor license to Corey Erickson. Brian Koester seconded the motion. The motion carried.
- **Mark Manderfeld**, Blue Earth County, applied for his Senior Accredited Minnesota Assessors license. 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 had a successful oral interview with the Board in November 2015. Mark passed the Income Property Case Study Exam in November 2015. He has assessment experience since November 2003. Keith Albertsen made a motion to award the Senior Accredited Minnesota Assessor license to Mark Manderfeld. Brian Koester seconded the motion. The motion carried.

Appointments with the Board

- **David Kasperson**, City of Minneapolis, 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 St. Cloud State University (equivalent to Basic Appraisal Principles, Basic Appraisal Procedures, Elective and Residential Narrative), Mass Appraisal Basics, Basic Income Approach to Value, Real Estate Finance and Investment, MN Assessment Administration and USPAP. David has 4 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Deb Volkert made a motion to award the Accredited Minnesota Assessor license to David Kasperson. Dave Marhula seconded the motion. The motion carried.

Appointments with the Board (cont.)

- **Brian Northenscold**, City of Minneapolis, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History and Procedures with Ethics, Bachelor's Degree in Real Estate from St. Cloud State University (equivalent to Basic Appraisal Principles, Basic Appraisal Procedures, Elective and Residential Narrative), Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Brian has a Certified Residential Appraiser license number 4002504. Brian has 21 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Gregg Larson made a motion to award the Accredited Minnesota Assessor license to Brian Northenscold. Jane Grossinger seconded the motion. The motion carried.
- **Michael Silker**, Scott 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 St. Cloud State University (equivalent to Basic Appraisal Principles, Basic Appraisal Procedures, Elective and Residential Narrative), Mass Appraisal Basics, Commercial Appraisal, Income Approach to Valuation, MN Assessment Administration and USPAP. Michael has 3 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Gary Amundson made a motion to award the Accredited Minnesota Assessor license to Michael Silker. Dave Marhula seconded the motion. The motion carried.
- **Angela Gauert**, Brown County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws and Procedures with Ethics, Residential Appraisal Principles, Residential Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Angela's Demonstration Form Report passed the grading committee in June 2014 and she passed the Residential Case Study Exam in July 2015. Angela has 7 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Deb Volkert made a motion to award the Accredited Minnesota Assessor license to Angela Gauert. Dave Marhula seconded the motion. The motion carried.
- **Tyler Diersen**, Steele County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History and Procedures with Ethics, Residential Appraisal Principles, Residential Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Tyler's Demonstration Form Report passed the grading committee in August 2015 and she passed the Residential Case Study Exam in August 2015. Tyler has 10 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 Tyler Diersen. Brian Koester seconded the motion. The motion carried.
- **Jerri Huston**, Cass County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws and Procedures with Ethics, Residential Appraisal Principles, Residential Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Jerri's Demonstration Form Report passed the grading committee in May 2015 and she passed the Residential Case Study Exam in August 2015. Jerri has 10 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Deb Volkert made a motion to award the Accredited Minnesota Assessor license to Jerri Huston. Brian Koester seconded the motion. The motion carried.

Discussion Items

- **Newsletter:** The board is preparing a newsletter to email to licensed assessors.
- **Define Designations:** The board discussed a policy regarding which education requirements are met by obtaining a MAI, SRA, AAS, CAE or RES designation. The board will discuss this at a future meeting after research is conducted looking into the requirements for each of the designations.
- **Form Report Grading –** The board reviewed the length of time it is taking to grade each of the form reports. Most are meeting the established expectation of 4 – 6 weeks. Board members brought up timing issues with case study exam results. Gary Amundson made a motion that the board send a letter expressing our concerns about timing issues to MAAO leadership. Gregg Larson seconded. The motion carried.
- **Felony Policy:** The board reviewed the current felony policy which was modeled after the Department of Commerce's policy back in 2000; and the Department of Commerce's current policy which has been changed to include misdemeanors and gross misdemeanors. The discussion was tabled until a future meeting after the board receives further information from the board's attorney.
- **Assessment Administration Course:** The DOR Information Education section will be taking a closer look at the Assessment Administration course before the next licensing cycle begins. Board members were asked to review the current course curriculum and send any suggestions prior to a workshop being held in February.
- **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). Tabled for March meeting.
- **Revision to AMA (SAMA) Interview Questions Survey:** Review the revised list. Tabled for March 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. Tabled for March meeting.

The chairperson set the next meeting date as Tuesday, March 15, 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.

Dave Marhula moved to adjourn the meeting. Charlie Blekre seconded the motion. The motion carried.