

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, March 15, 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 (left meeting after lunch)
Brian Koester	

Minutes of the January 19, 2016 meeting were reviewed. Keith Albertsen moved to approve the minutes as amended. Brian Koester 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 – December 31, 2015	14	12	2	0
January 1, 2016 – March 14, 2016	12	7	1	4

Passed Reports (7/1/2013 – 12/31/2015)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
60	31	3	8	21	0

- **Continuing Education Requirements Notifications:** 200 emails were sent out the week of March 7th to the assessors that had not yet completed the continuing education requirements for the current 4-year cycle. Eight (8) letters were mailed to those that do not have email addresses.
- **Rule Change Progress:** The Department of Revenue Law clerk is drafting the rules and SONAR. We will wait until the end of session to move forward with the request for comment. The board made changes to a few of the existing rule changes. Brian Koester made a motion to approve the suggested wording for some of the proposed rule changes. Gregg Larson seconded the motion. The motion carried.
- **Timing Issue Letter:** A motion was made at the January 19, 2016 board meeting to send a letter about timing issues. After some discussion by the board it was determined to not act on that motion. The situation was handled verbally. Gary Amundson made a motion to rescind the motion. Gregg Larson seconded the motion. The motion carried.
- **MAAO Education committee update from Brian & Gary:** Gary Amundson reported the MAAO Curriculum and Assessor Standards committee is looking into options for rewriting Mass Appraisal Basics. Brian Koester reported that the MAAO Seminars committee have met once and a tentative schedule for the summer and fall seminars is in place.

Approved Continuing Education Hours Requests

- **2013 Annual Industrial & Economic Development Summit** – Chris Bennett requested CEH's for this summit that was held on November 15, 2013 and sponsored by Minnesota Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **Commercial Real Estate Valuation & Appraisal Forecast Summits** – Chun-Yin Chong requested CEH's for these summits that were held on February 5, 2014 & January 20, 2016 and sponsored by Minnesota Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **Modern Green Building Concepts** – Robert Brewster requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 6 continuing education hours.
- **Property Tax Appeals in Minnesota** – Ann Miller requested CEH's for this seminar that will be held on March 22, 2016 and sponsored by Minnesota Continuing Legal Education. The board's continuing education committee approved this request for 6.5 continuing education hours.
- **Condominium & Townhome Summit** – Cory Bultema requested CEH's for this summit that was held on February 25, 2016 and sponsored by Minnesota Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.

Request for Elective Course

- **Lori Bistodeau** requested the board review the following course descriptions to be used as an elective course.
 - Boundary Controls and Legal Principals I & II sponsored by Dunwoody College
 - Introductory Statistics sponsored by University of Wisconsin - Green Bay
 - Geographic Information Systems sponsored by St. Cloud State University

Gary Amundson made a motion to approve Boundary Controls and Legal Principals I & II sponsored by Dunwoody College as an elective course. Gregg Larson seconded. The motion carried.

Closed Meeting

Dave Marhula made a motion to recess into the closed meeting. Brian Koester seconded the motion. The motion carried.

The board reconvened their regular meeting.

Applications for Certified Minnesota Assessor

- **Jon Hicks**, City of Minneapolis, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws & 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, General Appraiser Income Approach Part 1 and General Appraiser Income Approach Part 2. Jon has a Certified General Appraiser license number 40064074 counting as the maximum experience allowed of three years. Jon Hicks received a Certified Minnesota Assessor income qualified license.
- **Kim Hutchison**, Crow Wing 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. Kim has assessment experience since September 2014.
- **Kim Kirchoff**, Renville County, applied for the Certified Minnesota Assessor license. Her 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, Fire 483: Real Estate Finance Investment and Fire 499: Commercial Appraisal. Kim has assessment experience since February 2015. Kim Kirchoff received a Certified Minnesota Assessor income qualified license.
- **John Meyer**, Nobles 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. John will have 1 year of assessment experience on March 23, 2016. John Meyer's CMA license will take effect on March 23, 2016.

Application for Certified Minnesota Assessor (cont.)

- **Daniel Paur**, Renville 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. Daniel has assessment experience since February 2015.
- **Eric Schutz**, Washington 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. Eric has a Certified Residential Appraiser license number 20272935 counting as 2 ½ years of appraisal experience plus 7 months of assessment experience at Washington County counting as the maximum experience allowed of three years.
- **Darleen Wood**, Crow Wing 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. Darleen has assessment experience since August 2014.

Brian Koester made a motion to award the Certified Minnesota Assessor license to Jon Hicks, Kim Hutchison, Kim Kirchoff, Daniel Paur, Eric Schutz and Darleen Wood effective March 15, 2016 and John Meyer effective March 23, 2016. Deb Volkert seconded the motion. The motion carried.

Appointments with the Board

- Alan Coners, Cottonwood County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History & Procedures, Residential Appraisal, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Alan's Demonstration Form Report passed the grading committee in April 2004 and he passed the Residential Case Study Exam in July 2015. Alan has 12 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 Alan Coners. Brian Koester seconded the motion. The motion carried.
- Cindy Cresswell, Houston County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History & Procedures, Residential Appraisal, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Cindy's Demonstration Form Report passed the grading committee in September 2015 and she passed the Residential Case Study Exam in October 2015. Cindy has 17 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 Cindy Cresswell. Brian Koester seconded the motion. The motion carried.

Appointments with the Board (cont.)

- Renee Frensko, Carver County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History & Procedures, Residential Appraisal 101 – 104, Techniques of Mass Appraisal, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Renee's Demonstration Form Report passed the grading committee in July 2015 and she passed the Residential Case Study Exam in March 2016. Renee has 12 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 Renee Frensko. Gary Amundson seconded the motion. The motion carried.
- Ashley Gunderson, Hennepin County, met with the Board for her Accreditation Oral Interview. 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, Real Estate Finance & Investment MN Assessment Administration and USPAP. Ashley has a Certified General Appraiser license number 20486606. Ashley has 3 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 Ashley Gunderson. Dave Marhula seconded the motion. The motion carried.
- Christopher Halden, Hennepin County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures and Mass Appraisal Basics. Christopher has his MAI designation (equivalent to Principles, Procedures, 2 Income, Elective, Form Report & both Residential & Income Narratives), MN Assessment Administration and USPAP. Christopher has a Certified General Appraiser license number 4001233. Christopher has 4 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 Christopher Halden. Dave Marhula seconded the motion. The motion carried.
- Tom Hefty, Ramsey County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History & Procedures, Certified General Appraiser license number 4002504 (equivalent to Basic Appraisal Principles, Basic Appraisal Procedures and USPAP), Mass Appraisal Basics, Office and Retail Appraisal, Advanced Yield Capitalization, General Appraiser Income Approach and MN Assessment Administration. Tom's Demonstration Form Report passed the grading committee in October 2015 and he passed the Residential Case Study Exam in November 2015. Tom has 26 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Dave Marhula made a motion to award the Accredited Minnesota Assessor license to Tom Hefty. Brian Koester seconded the motion. The motion carried.
- Anthony Vigen, Lake County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History & Procedures, Residential Appraisal, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Anthony's Demonstration Form Report passed the grading committee in June 2015 and he passed the Residential Case Study Exam in October 2015. Anthony has 21 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Dave Marhula made a motion to award the Accredited Minnesota Assessor license to Anthony Vigen. Charlie Blekre seconded the motion. The motion carried.

Discussion Items

- **Outside Activities:** The board determined that Private Housing Inspector, Public Housing Inspector, & Insurance Adjuster are positions that may be held by an assessor IF they are performed outside of the assessor's jurisdiction. If an assessor holds one of these positions within their jurisdiction and if a complaint comes to the board, the board may see it as a conflict of interest.
- **Define Designations:** Further discuss a policy regarding which education requirements are met by obtaining a MAI, SRA, AAS, CAE or RES designation. Tabled for May meeting.
- **Challenge Exams and Seat Time:** Tabled for May meeting
 - Discuss if students are allowed to challenge the exam for 15 hour elective courses.
 - Courses that cannot be challenged; what is the minimum number of hours that a student must attend?
- **Felony Policy:** Felony policy review update. Tabled for May 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). Tabled for May meeting.
- **Revision to AMA (SAMA) Interview Questions Survey:** Review the revised list. Evaluate new questions that were added for the past two meetings. 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. Tabled for May meeting.

The chairperson set the next meeting date as Tuesday, May 17, 2016 at the St. Michael City Center in St. Michael at 9:00 am.

Dave Marhula made a motion to pay the expenses for the meeting. Brian Koester seconded the motion. The motion carried.

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