

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, May 17, 2016**

Chairperson Brian Koester convened the meeting at 9:00am.

Board members in attendance were:

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

Keith Albertsen made a motion to nominate Brian Koester as chair and that nominations cease. Dave Marhula seconded the motion. The motion carried.

Keith Albertsen made a motion to nominate Gary Amundson as vice-chairperson and that nominations cease. Dave Marhula seconded the motion. The motion carried.

Deb Volkert made a motion to appoint Jane Grossinger to the CEH committee. Gregg Larson seconded the motion. The motion carried.

Minutes of the March 15, 2016 meeting were reviewed. Keith Albertsen moved to approve the minutes as amended. Dave Marhula seconded the motion. The motion carried.

Minutes of the closed portion of the March 15, 2016 meeting were reviewed. Dave Marhula moved to approve the minutes as amended. Charlie Blekre 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 – May 16, 2016	25	23	1	1	
Passed Reports (7/1/2013 – 5/16/2016)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
76	35	3	7	31	0

Updates (cont.)

- **Two Day Meeting:** Tentative 2 day meeting has been confirmed for November 15 & 16. If interviews don't fill up will cancel the second day.
- **July Meeting:** Conflicts with a board members calendar had to change the July meeting date from July 19, 2016 to July 26, 2016. Assessors who confirmed an AMA oral interview for July 19, 2016 were contacted and they all confirmed that July 26, 2016 would work for them. The board's meeting date is now confirmed for July 26, 2016.
- **Warning Letter Issued:** The board issued a warning letter under Minn. Stat. § 270.41, subd. 3, on April 18, 2016 stating that the assessor worked as the city assessor without holding the appropriate Minnesota assessor licensure which was a violation of Minnesota Rules 1950.1020, subp. 4; and performing assessment/appraisal work involving commercial/industrial properties without having obtained a required Minnesota assessor license was a violation of Minnesota Statutes 273.11, subd. 13.
- **Notification Letter Issued:** The board issued a notification letter to a city manager stating that the city has twice violated Minnesota Rules 1950.1020, subp.4, on April 19, 2016 by hiring an individual that did not hold a Minnesota assessor license as their city assessor.
- **Outside Activity Discussion:** An email was sent to the requester informing them of the board's decision.
- **MAAO Education committee update from Brian & Gary:** MAAO is combining some of the new committees that were created a couple of years ago to enable better participation on them.
- **Course Completion Certificates:** MAAO's use of a two page completion certificate for three of their courses is causing issues for assessors and the board. Keith Albertsen made a motion that the State Board of Assessors will only accept one page course completion certificates effective July 1, 2016. Jane Grossinger seconded. The motion carried.

Approved Continuing Education Hours Requests

- **2016 Annual Residential Real Estate Summit** – Cory Bultema requested CEH's for this summit that was held on April 8, 2016 and sponsored by Minnesota Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **2016 MAAO Summer Seminars** – Kim Jensen requested CEH's for 12 different seminars that will be held on May 25 – 26, 2016 and sponsored by MAAO. The board's continuing education committee approved this request for continuing education hours as requested.
- **Advanced Spreadsheet Modeling for Valuation Applications** - Maribelle Cushman requested CEH's for this seminar sponsored by the North Star Chapter, Appraisal Institute. The board's continuing education committee approved this request for 15 continuing education hours (includes a 1 hour exam).
- **Appraising Manufactured Homes** – Kim Nord requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.
- **Complex Litigation Appraisal Case Studies** - Maribelle Cushman requested CEH's for this seminar sponsored by the North Star Chapter, Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **Construction Details & Trend** – Nancy Fisher requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.
- **Fundamental Concepts of Analysis** – Nancy Fisher requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.
- **IAAO 2016 GIS/CAMA Conference & Pre-Conference Workshop** – John Jacobson and Michael Sheplee requested CEH's for this conference that was held on February 22 - 25, 2016 and sponsored by IAAO. The board's continuing education committee reviewed each request and approved continuing education hours. The number of continuing education hours was based on the number of instructional hours stated on the signed submitted Uniform Request for Recertification Credit document provided by the requesters.
- **Income Approach for Residential Properties** – Joe Haeg requested CEH's for this seminar sponsored by the North Star Chapter, Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **MNCCC Annual Conference** – Darci Gawthrop requested CEH's for this conference being held on June 6 – 9, 2016 and sponsored by MNCCC – MN Counties Computer Cooperative. The board's continuing education committee approved five seminars for a minimum of 3 hours to a maximum of 5.25 continuing education hours.

Approved Continuing Education Hours Requests (cont.)

- **Real Estate Finance, Value & Investment Performance** - Joe Haeg requested CEH's for this seminar sponsored by the North Star Chapter, Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **Residential Report Writing: More than Forms** – Nancy Fisher requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.
- **The Appraiser as an Expert Witness: Preparation & Testimony** - Maribelle Cushman requested CEH's for this seminar sponsored by the North Star Chapter, Appraisal Institute. The board's continuing education committee approved this request for 16 continuing education hours (includes a 1 hour exam).
- **The Discounted Cash Flow Model – Concepts, Issues & Applications** – Joe Haeg requested CEH's for this seminar sponsored by the North Star Chapter, Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **The New FHA Handbook 4000.1** – Kim Nord requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.
- **The Thermal Shell** – Robert Brewster requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 3 continuing education hours.
- **Understanding Residential Construction** – Nancy Fisher requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.

Request for Continuing Education Hours

- **Susanne Barkalow** requested the board review four seminars for continuing education hours that was offered at the Independent Fee Appraisers Annual Appraisal Conference. The conference was held on April 26 – 28, 2016 at Breezy Point Resort and sponsored by the MN Chapter of the National Association of Independent Fee Appraisers.
 - The Professional Appraiser: 2016 – 4 continuing education hours (offered on April 26)
 - 2016-2017 National USPAP Update – 8 continuing education hours (offered on April 27)
 - Current Issues in Appraising: 2016 – 2 continuing education hours (offered on April 28)
 - The Minnesota Economy: Forecasts & Risk for 2016 – 2 continuing education hours (offered on April 28)

The two 2-hour seminars offered on April 28th are consecutive. One is from 8:00 am -10:00 am and the other from 10:00 am – 12:00 pm. They have separate approvals due to the different topics and presenters. All assessors who attended one is expected to attend the other as well, for a total of 4 hours that morning.

Keith Albertsen made a motion to approve all of the seminars offered at the Independent Fee Appraisers Annual Appraisal Conference for the number of continuing education hours requested. Dave Marhula seconded. The motion carried.

Application for Certified Minnesota Assessor

- **David Hillstrom**, 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 April 2014.
- **Carissa McIlwain**, Itasca 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 June 2015. Carissa will meet the one year of assessment experience on June 1, 2016. Carissa's CMA license will take effect on June 1, 2016.
- **Benjamin Puthoff**, 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. Assessment experience since April 2015.
- **Maria Shepherd**, 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 October 2014.
- **Heidi Stalboerger**, Local Assessor working under Cheryl Foster in Stearns 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.

Gary Amundson made a motion to award the Certified Minnesota Assessor license to David Hillstrom, Maria Shepherd, Heidi Stalboerger, Benjamin Puthoff effective May 17, 2016 and Carissa McIlwain effective June 1, 2016. Jane Grossinger seconded the motion. The motion carried.

Application for Certified Minnesota Assessor Specialist

- **Suzanne Bonnema**, City of Minneapolis, applied for her Certified Minnesota Assessors Specialist license. Her education includes Assessment Laws, History and Procedures, Residential Appraisal Principles, Basic Valuation Procedures, Mass Appraisal Basics, Basic Income Approach to Value, Basic Income Capitalization. Suzanne's Demonstration Form Appraisal report passed the grading committee in March 2016. Suzanne has 23 years of assessment experience. Dave Marhula made a motion to award the Certified Minnesota Assessor Specialist license to Suzanne Bonnema. Charlie Blekre seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor

- **Robin Nelson**, Washington County, applied for her Senior Accredited Minnesota Assessors license. Her 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. Robin's Residential Narrative Appraisal report passed the grading committee in June 2008. Robin had a successful oral interview with the Board in September 2008. Robin's Income Narrative Appraisal report passed the grading committee in May 2016. Assessment experience since August 1998. Gregg Larson made a motion to award the Senior Accredited Minnesota Assessor license to Robin Nelson. Dave Marhula seconded the motion. The motion carried.
- **Peter Preston**, 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 Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Peter's Demonstration Form Appraisal report passed the grading committee in May 2010 and he passed the Residential Case Study Exam in March 2011. Peter had a successful oral interview with the Board in November 2011. Peter passed the Income Property Case Study Exam in March 2016. Assessment experience since March 2005. Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to Peter Preston. Dave Marhula seconded the motion. The motion carried.
- **Keith Triplett**, Wright County, applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Laws, History and Procedures, ProSource Residential Appraisal 101 – 104, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, Assessment Administration and USPAP. Keith's Demonstration Form Appraisal report passed the grading committee in October 2010 and he passed the Residential Case Study Exam in October 2010. Keith had a successful oral interview with the Board in November 2010. Keith passed the Income Property Case Study Exam in March 2016. Assessment experience since September 2003. Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to Keith Triplett. Gary Amundson seconded the motion. The motion carried.

Appointments with the Board

- **Brian Green**, Dakota County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures, Appraisal Principles, Basic Valuation Procedures, Mass Appraisal Basics, Basic Income Capitalization, Advanced Income Capitalization, MN Assessment Administration, Highest & Best Use & Market Analysis and USPAP. Brian has been a SRA member since May 1993 (equivalent to a residential narrative). Brian has a Certified General Non Residential Appraiser license number 40415205. Brian has 4 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 Brian Green. Charlie Blekre seconded the motion. The motion carried.

Appointments with the Board (cont.)

- **Holly Soderbeck**, Department of Revenue, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws & Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration, Special Topics Workshop and USPAP. Holly's Demonstration Form Report passed the grading committee in November 2015 and she passed the Residential Case Study Exam in December 2015. Holly 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 Holly Soderbeck. Gary Amundson seconded the motion. The motion carried.
- **John Mott**, Hennepin County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws & Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Basic Income Approach to Value, Income Approach to Valuation, MN Assessment Administration, Residential Modeling Concepts and USPAP. John's Demonstration Form Report passed the grading committee in November 2015 and he passed the Residential Case Study Exam in February 2016. John has 4 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 John Mott. Deb Volkert seconded the motion. The motion carried.
- **Elisha Long**, Isanti County, met with the Board for her Accreditation Oral Interview. 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, Real Estate Finance and Investment, Income Approach to Valuation, MN Assessment Administration and USPAP. Elisha has 4 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Elisha's AMA license will take effect on July 1, 2016 for the new fiscal year. Gary Amundson made a motion to award the Accredited Minnesota Assessor license to Elisha Long. Jane Grossinger seconded the motion. The motion carried.
- **David McNutt**, Douglas 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, Assessment Administration and USPAP. David's Demonstration Form Report passed the grading committee in May 2005 and he passed the Residential Case Study Exam in December 2015. David has 15 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 David McNutt. Gregg Larson seconded the motion. The motion carried.

Keith Albertsen excused himself from the interview with David McNutt since they both work for Douglas County.

Appointments with the Board (cont.)

- **Paul Grace**, City of Minneapolis, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures with Ethics, Mass Appraisal Basics, Basic Income Capitalization, Advanced Income Capitalization, MN Assessment Administration, Highest & Best Use and Market Analysis and USPAP. Paul has a Certified General Residential Appraiser license number 4000926 and is a MAI member (equivalent to Principles, Procedures, two Income courses, elective, residential form appraisal report and both residential and income narratives). Paul has 4 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Paul's AMA license will take effect on July 1, 2016 for the new fiscal year. Deb Volkert made a motion to award the Accredited Minnesota Assessor license to Paul Grace. Gary Amundson seconded the motion. The motion carried.

Discussion Items

- **Rules Draft and SONAR:** The board reviewed the rules and SONAR and made some changes. A rule sub-committee will further review the wording of the rules with the board's attorney from the DOR Appeals & Legal Division.
- **Define Designations/Licenses:** The following designations/licenses are equivalent to the corresponding education requirements.

Appraisal Institute:

- **MAI** is equal to Residential Appraisal Principles, Residential Appraisal Procedures, two income courses, elective, the Residential Form Appraisal report and both the Residential and Income narratives.
- **SRA:** is equal to Residential Appraisal Principles, Residential Appraisal Procedures, elective and a Residential narrative.

IAAO:

- **CAE** is equal to Residential Appraisal Principles, Residential Appraisal Procedures, two income courses, the elective, the Residential Form Appraisal report and both the Residential and Income narratives.
- **RES:** is equal to Residential Appraisal Principles, Residential Appraisal Procedures, Mass Appraisal Basics, one income course, the elective and the Residential narrative.

Dave Marhula made a motion to approve the designation equivalent to the corresponding designation, accept for the AAS designation. Gary Amundson seconded the motion. The motion carried.

Discussion Items (cont.)

- **Felony Policy:** After much discussion it was decided to leave the board felony policy as is.
- **Challenge Exams and Seat Time:** Tabled for July. (See handout)
 - Discuss sponsoring organizations policies for challenging exams.
 - Discuss sponsoring organizations policies for seat time.
 - Discuss CEH's if an individual misses a substantial portion of a licensure course and passes the exam.
- **Assessment Experience:** After much discussion it was decided to leave the assessment experience policy as is.
- **Revision to AMA Interview Questions:** Review the revised list. Evaluate new questions that were added for the past two meetings. Tabled for July 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 July meeting.

The chairperson set the next meeting date as Tuesday, July 26, 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. Gregg Larson seconded the motion. The motion carried.

Gary Amundson made a motion to adjourn the meeting. Deb Volkert seconded the motion. The motion carried.