

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, November 15, 2016 &
Wednesday, November 16, 2016**

Tuesday, November 15, 2016

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

Board members in attendance were:

Keith Albertsen	Reed Heidelberger
Gary Amundson	Brian Koester
Charlie Blekre	Dave Marhula
Jane Grossinger	Deb Volkert

Gregg Larson was unable to attend.

Minutes of the September 20, 2016 meeting were reviewed. Keith Albertsen moved to approve the minutes. Reed Heidelberger 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 – June 30, 2016	44	38	4	2
July 1, 2016 – November 15, 2016	27	21	5	1

Passed Reports (7/1/2013 – 9/20/2016)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
110	47	3	12	48	0

- **Outside Activity letters went out on October 24, 2016.**
- **Rule Draft & Sonar Update:** The board reviewed the final draft of the proposed rule changes. Keith Albertsen made a motion to approve. Deb Volkert seconded the motion. The motion carried.
- **MAAO Education committee update from Brian & Gary:** The Education committee has not met this year. A live phone meeting is trying to be schedule for some time in December. Jessi Glancey and Joy Kanne are writing the assessors standards, the goal is to complete them by 2017, Gary Amundson has agreed help with the process. Jackie Coulter was much more involved in the week long courses and things went very smooth. The October Assessment Administration class had only 26 people and the August class had 36.
- **Combining Property Tax Services:** The board discussed situations in some counties in regards to combining the assessor's office with the zoning department or other property tax services departments. The board acknowledges this is not a licensing issue, but the board noted its concern with who is making the decision in the county assessor's office (i.e., the importance that the qualified licensed assessor is the one carrying out the statutory duties of the assessor).

Approved Continuing Education Hours Requests

- **2016 Senior Housing Summit** – Colin Schmidt requested CEH's for this summit that was held on October 27, 2016 in Golden Valley, MN and sponsored by Minnesota Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **Agricultural Homestead Regional Training** – Jessi Glancey requested CEH's for this training seminar that was held on October 10, 2016 and sponsored by the DOR. The board's continuing education committee approved this request for 3 continuing education hours.
- **IAAO Annual Conference on Assessment Administration** – Multiple assessors requested CEH's for this conference that was held on August 28 – 31, 2016 and sponsored by IAAO for continuing education hours. The board's continuing education committee approved the conference for continuing education hours. The number of continuing education hours will be based on the number of instructional hours stated on the signed submitted Uniform Request for Recertification Credit document provided by the requester.
- **LEAD - Managing Conflict Leading through Customer Service** – Jackie Coulter requested CEH's for this seminar that will be held on December 7, 2016 and sponsored by MAAO. The board's continuing education committee approved this request for 8 continuing education hours.
- **LEAD - Managing Work Leading for Results**– Jackie Coulter requested CEH's for this seminar that will be held on December 8, 2016 and sponsored by MAAO. The board's continuing education committee approved this request for 8 continuing education hours.
- **Real Estate Valuation in Condemnation Appraising in Minnesota** – Maribelle Cushman requested CEH's for this seminar that was held on November 11, 2016 and sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **Weird, Wild and Wonderful World of Real Estate** – Shawn Halligan requested CEH's for this seminar that will be held on March 30, 2017 and sponsored by Kaplan. The board's continuing education committee approved this request for 7.5 continuing education hours.

Approved Continuing Education Hours Requests (cont.)

- **What's New in Residential Construction** – Maribelle Cushman requested CEH's for this seminar that was held on October 4 – 5, 2016 and sponsored by Solution Design in conjunction with the North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 4 continuing education hours.
- **Why Bad Things Happen to Good Houses** – Luis Rosario requested CEH's for this online course sponsored by Kaplan. The board's continuing education committee approved this request for 7.5 continuing education hours.

Requests for Licensure Courses

- **Brian Anderson** requested the board to consider courses he took at the University of Northern Iowa to be used as licensure courses.
 - **Principles of Real Estate:** Requesting to approve as Basic Appraisal Principles. Because of limited information on this course will not approve.
 - **Real Estate Law & Brokerage:** Requesting to approve as an elective or income course. Because of limited information on the course will not approve.
 - **Real Estate Finance:** Requesting to approve as an elective or income course. Because of limited information on the course will not approve.
 - **Real Estate Appraisal & Investment:** Requesting to approve as an income course.
 - **Statistics:** Requesting to approve as an elective.

Dave Marhula moved to approve the Real Estate Appraisal & Investment as an income course and Statistics as an elective course. Reed Heidelberger seconded the motion. The motion carried. The board will review the other courses again if more details on the courses are submitted.

Reinstatement for Accredited Minnesota Assessor

- Jeff Nienaber, Hennepin County, requested to have his Accredited Minnesota Assessor's license be reinstated. Jeff met all of the reinstatement requirements on September 12, 2016. Jeff's AMA license was mailed out on September 27, 2016.

Application for Certified Minnesota Assessor

- **Dana Anderson**, Scott 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 November 2013.
- **Pauline Braulick**, Brown 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 2015.
- **Cheryl Clevenger**, Waseca 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.
- **Matt Commerford**, Grant 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 2015.
- **Mitch Determan**, Stearns 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.
- **Jeffrey Faust**, 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 May 2014.
- **Katelyn Fedorko**, Scott 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 September 2015.
- **Connie Ferguson**, City of Minneapolis, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Certified Residential Appraiser license (equivalent to Residential Appraisal Principles, Residential Appraisal Procedures, elective and 15-hour USPAP course) and Mass Appraisal Basics. Connie's Certified Residential Appraiser license number 20319007 counts as 2 ½ years of appraisal experience plus 11 months of assessment experience at the City of Minneapolis which meets the maximum experience allowed of three years.
- **Jeremy Gleason**, Kandiyohi 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 2015.

Application for Certified Minnesota Assessor (cont.)

- **Michelle Hinnenkamp**, Stearns County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Licensed Residential Appraiser license (equivalent to Residential Appraisal Principles, Residential Appraisal Procedures, elective and 15-hour USPAP course) and Mass Appraisal Basics. Michelle's Licensed Residential Appraiser license number 40464487 counts as 2 years of appraisal experience plus 19 months of assessment experience at Stearns County which meets the maximum experience allowed of three years.
- **Christopher Jeffords**, Kandiyohi 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 2015.
- **Amanda Jorgenson**, 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 November 2015.
- **Bradley Leibfried**, Lincoln 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 January 2014.
- **Shawn McCoy**, McLeod County, applied for the Certified Minnesota Assessor license. His 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 June 2015. If approved, Shawn will receive a Certified Minnesota Assessor income qualified license.
- **Brian Messer**, City of Minneapolis, applied for the Certified Minnesota Assessor license. His education includes Assessment Laws and Procedures with Ethics, Certified Residential Appraiser license (equivalent to Residential Appraisal Principles, Residential Appraisal Procedures, elective and 15-hour USPAP course) and Mass Appraisal Basics. Brian's Certified Residential Appraiser license number 40491411 counts as 2 ½ years of appraisal experience plus 7 ½ months of assessment experience at the City of Minneapolis which meets the maximum experience allowed of three years.
- **Julie Mikkelsen**, Wilkin 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 November 2013.
- **Michael Neimeyer**, Dakota 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 December 2013.

Application for Certified Minnesota Assessor (cont.)

- **Kelsey Opsahl**, Becker 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 November 2013.
- **Melanie Putz**, Swift 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 2015.
- **Stephanie Rockensock**, Beltrami 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 2015.
- **Kelly Rose**, 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 June 2015.
- **Brian Rosenau**, Yellow Medicine 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.
- **Roch Ruhland**, Meeker 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 November 2015.
- **Adam Spah**, Stearns 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.
- **Brenda Vander Pol**, Renville 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 2015.
- **Emma Zachman**, 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 September 2015.
- **Colleen Zastrow**, Scott County, applied for the Certified Minnesota Assessor license. Her education includes Assessment Laws and Procedures with Ethics, Certified General Appraiser license (equivalent to Residential Appraisal Principles, Residential Appraisal Procedures, elective, two Income courses and 15-hour USPAP course) and Mass Appraisal Basics. Colleen's Certified General Appraiser license number 20201996 counts as 3 years of appraisal experience plus 17 months of assessment experience at Scott County which meets the maximum experience allowed of three years. If approved, Colleen will receive a Certified Minnesota Assessor income qualified license.

Gary Amundson made a motion to award the Certified Minnesota Assessor license to Dana Anderson, Pauline Braulick, Cheryl Clevenger, Matt Commerford, Mitch Determan, Jeffrey Faust, Katelyn Fedorko, Connie Ferguson, Jeremy Gleason, Michelle Hinnenkamp, Christopher Jeffords, Amanda Jorgenson, Bradley Leibfried, Shawn McCoy, Brian Messer, Julie Mikkelson, Michael Neimeyer, Kelsey Opsahl, Melanie Putz, Stephanie Rockensock Kelly Rose, Brian Rosenau, Roch Ruhland, Adam Spah, Brenda Vander Pol, Emma Zachman and Colleen Zastrow. Jane Grossinger seconded the motion. The motion carried.

Application for Certified Minnesota Assessor Specialist

- **Pamela Moe**, Otter Tail County, applied for the Certified Minnesota Assessor Specialist license. Her education includes Assessment Laws, History and Procedures, Residential Appraisal, Techniques of Mass Appraisal, Basic Income Approach and Income Approach to Valuation. Pamela's Demonstration Form Appraisal report passed the grading committee in October 2016. Pamela has 18 years of assessment experience. Keith Albertsen made a motion to award the Certified Minnesota Assessor Specialist license to Pamela Moe. Dave Marhula seconded the motion. The motion carried.

Applications for Senior Accredited Minnesota Assessor

- **Chad Bohnsack**, Scott County, applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Law and Procedures, 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, Advanced Income Capitalization, Advanced Sales Comparison & Cost Approach, MN Assessment Administration and USPAP. Chad had a successful oral interview with the Board in September 2011. Chad passed the Income Property Case Study Exam in September 2016. Chad has 7 years of assessment experience. Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to Chad Bohnsack. Reed Heidelberger seconded the motion. The motion carried.
- **Cindy Cresswell**, Houston County, applied for her Senior Accredited Minnesota Assessors license. 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 had a successful oral interview with the Board in March 2016. Cindy passed the Income Property Case Study Exam in September 2016. Cindy has 17 years of assessment experience. Dave Marhula made a motion to award the Senior Accredited Minnesota Assessor license to Cindy Cresswell. Charlie Blekre seconded the motion. The motion carried.
- **Jennifer Flicek**, LeSueur County, applied for her Senior Accredited Minnesota Assessors license. 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 had a successful oral interview with the Board in November 2015. Jennifer passed the Income Property Case Study Exam in September 2016. Jennifer has 15 years of assessment experience. Deb Volkert made a motion to award the Senior Accredited Minnesota Assessor license to Jennifer Flicek. Dave Marhula seconded the motion. The motion carried.

Applications for Senior Accredited Minnesota Assessor (cont.)

- **Michele Gelo**, City of Minnetonka, applied for her Senior Accredited Minnesota Assessors license. 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 had a successful oral interview with the Board in November 2015. Michele passed the Income Property Case Study Exam in September 2016. Michele has 12 years of assessment experience. Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to Michele Gelo. Gary Amundson seconded the motion. The motion carried.
- **Christopher Halden**, Hennepin County, applied for his Senior Accredited Minnesota Assessors license. 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 had a successful oral interview with the Board in March 2016. Christopher met the 5 year assessment experience on November 25, 2016. Gary Amundson made a motion to award the Senior Accredited Minnesota Assessor license to Christopher Halden effective November 25, 2016. Reed Heidelberger seconded the motion. The motion carried.
- **Chase Peloquin**, Chisago County, applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Laws and Procedures, Residential Appraisal Principles, Residential Appraisal Procedures, Mass Appraisal Basics, Basic Income approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Chase's Demonstration Form Appraisal report passed the grading committee on April 2011 and he passed the Residential Case Study Examination in March 2012. Chase had a successful oral interview with the Board in June 2012. Chase passed the Income Property Case Study Exam in September 2016. Chase has 7 years of assessment experience. Keith Albertsen made a motion to award the Senior Accredited Minnesota Assessor license to Chase Peloquin. Dave Marhula seconded the motion. The motion carried.
- **Matt Sandell**, City of Minneapolis, applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Laws, History and Procedures with Ethics, Basic Appraisal Principles, Basic Appraisal Procedures, Techniques of Mass Appraisal, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration and USPAP. Matt's Demonstration Form Appraisal Report passed the grading committee in April 2016 and he passed the Residential Case Study Exam in July 2016. Matt had a successful oral interview with the Board in September 2016. Matt passed the Income Property Case Study Exam in September 2016. Matt has 11 years of assessment experience. Charlie Blekre made a motion to award the Senior Accredited Minnesota Assessor license to Matt Sandell. Jane Grossinger seconded the motion. The motion carried.

Applications for Senior Accredited Minnesota Assessor (cont.)

- **Michael Vander Linden**, Wright County, applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Laws, History and Procedures, ProSource 101-104, Techniques of Mass Appraisal, Basic Income approach to Value, Income Approach to Valuation, MN Assessment Administration and USPAP. Michael's Demonstration Form Appraisal report passed the grading committee on March 2008 and he passed the Residential Case Study Examination in July 2008. Michael had a successful oral interview with the Board in July 2010. Michael passed the Income Property Case Study Exam in October 2016. Michael has 12 years of assessment experience. Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to Michael Vander Linden. Gary Amundson seconded the motion. The motion carried.
- **Kevin Wynn**, Hennepin County, applied for his Senior Accredited Minnesota Assessors license. His education includes Assessment Laws, History and Procedures, ProSource 101-104, Techniques of Mass Appraisal, Basic Income Approach to Valuation, Income Approach to Valuation, MN Assessment Administration and USPAP. Kevin's Demonstration Form Appraisal report passed the grading committee in September 2008 and he passed the Residential Case Study Exam in October 2008. Kevin had a successful oral interview with the Board in December 2008. Kevin passed the Income Property Case Study Exam in November 2016. Kevin has 16 years of assessment experience. Gary Amundson made a motion to award the Senior Accredited Minnesota Assessor license to Kevin Wynn. Deb Volkert seconded the motion. The motion carried.

Appointments with the Board

- **Erin Benoit**, Scott County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration, Basic Ag 101, Residential Appraiser Site Valuation and Cost Approach and USPAP. Erin's Demonstration Form Appraisal Report passed the grading committee in July 2016 and she passed the Residential Case Study Exam in July 2016. Erin 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 Erin Benoit. Jane Grossinger seconded the motion. The motion carried.
- **Kristina Botzek**, Sherburne County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration and USPAP. Kristina's Demonstration Form Appraisal Report passed the grading committee in May 2016 and she passed the Residential Case Study Exam in July 2016. Kristina has 11 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 Kristina Botzek. Gary Amundson seconded the motion. The motion carried.

Appointments with the Board (cont.)

- **Michele Wills**, Nicollet County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History and Procedures, Residential Appraisal, Mass Appraisal Basics, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration and USPAP. Michele's Demonstration Form Appraisal Report passed the grading committee in December 2015 and she passed the Residential Case Study Exam in January 2015. Michele has 16 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Deb Volkert made a motion to deny the Accredited Minnesota Assessor license to Michele Wills. Gary Amundson seconded the motion. The motion carried.
- **Marcus Carlson**, Nicollet County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration and USPAP. Marcus's Demonstration Form Appraisal Report passed the grading committee in April 2016 and he passed the Residential Case Study Exam in May 2016. Marcus has 11 years of assessment experience and he applied for the Accredited Minnesota Assessor License. Keith Albertsen made a motion to deny the Accredited Minnesota Assessor license to Marcus Carlson. Dave Marhula seconded the motion. The motion carried.
- **Scott Muenchow**, Ramsey County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures, Mass Appraisal Basics, MN Assessment Administration. Scott is a MAI Member (equivalent to Residential Appraisal Principles, Residential Appraisal Procedures, two income courses, the elective, the Residential Form Appraisal report and both the Residential and Income narratives). Scott also has a Certified General Appraiser license number 4000872 (equivalent to Residential Appraisal Principles, Residential Appraisal Procedures, the elective, two Income courses and 15-hour USPAP course). Scott has 5 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 Scott Muenchow. Charlie Blekre seconded the motion. The motion carried.
- **Jon Van Nurden**, Department of Revenue, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Income Approach to Valuation, Appraisal of Public Utilities & Railroad, MN Assessment Administration, Principles of Property Tax Auditing and USPAP. Jon's Demonstration Form Appraisal Report passed the grading committee in February 2016 and he passed the Residential Case Study Exam in July 2016. Jon 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 Jon Van Nurden. Jane Grossinger seconded the motion. The motion carried.

Brian Koester recessed the meeting until 9:30 am Wednesday.

Wednesday, November 16, 2016

Chairperson Brian Koester convened the meeting at 9:30am.

Board members in attendance were:

Keith Albertsen	Reed Heidelberger
Gary Amundson	Brian Koester
Charlie Blekre	Dave Marhula
Jane Grossinger	Deb Volkert

Gregg Larson was unable to attend.

Appointments with the Board

- **Vanessa Thompson**, City of Bloomington, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration and USPAP. Vanessa's Demonstration Form Appraisal Report passed the grading committee in February 2016 and she passed the Residential Case Study Exam in July 2016. Vanessa has 5 years of assessment experience and she applied for the Accredited Minnesota Assessor License. Charlie Blekre made a motion to award the Accredited Minnesota Assessor license to Vanessa Thompson. Keith Albertsen seconded the motion. The motion carried.
- **Michael Bjork**, Washington County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws, History and Procedures, ProSource 101-104, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration, Residential Modeling Concepts and USPAP. Michael has a Certified Residential Appraiser license number 20345239. Michael's Demonstration Form Appraisal Report passed the grading committee in June 2015 and he passed the Residential Case Study Exam in July 2016. Michael has 11 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 Michael Bjork. Reed Heidelberger seconded the motion. The motion carried.
- **David Thomsen**, Hennepin County, met with the Board for his Accreditation Oral Interview. His education includes Assessment Laws and Procedures, Kaplan 101-104, Mass Appraisal Basics, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration, Basic Ag 101, Residential Appraiser Site Valuation and Cost Approach and USPAP. David has a Certified Residential Appraiser license number 20590222 (equivalent to Residential Appraisal Principles, Residential Appraisal Procedures, elective and 15-hour USPAP course). David's Demonstration Form Appraisal Report passed the grading committee in July 2016 and he passed the Residential Case Study Exam in August 2016. 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 Thomsen. Jane Grossinger seconded the motion. The motion carried.

Appointments with the Board (cont.)

- **Melissa Janzen**, met with the Board for her Senior Accreditation Oral Interview. Her education includes Assessment Laws and Procedures, Basic Appraisal Principles, Basic Appraisal Procedures, Mass Appraisal Basics, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration, Residential Sales Comparison and Income Approaches and USPAP. Melissa's Demonstration Form Appraisal Report passed the grading committee in June 2016 and she passed the Residential Case Study Exam in July 2016. Melissa passed the Income Property Case Study Exam in September 2016. Melissa has 6 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 Melissa Janzen. Charlie Blekre seconded the motion. The motion carried.
- **Irene Johnson**, Becker County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws, History and Procedures, Residential Appraisal, Mass Appraisal Basics, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration and USPAP. Irene's Demonstration Form Appraisal Report passed the grading committee in April 2003 and she passed the Residential Case Study Exam in July 2016. Irene has 16 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 Irene Johnson. Reed Heidelberger seconded the motion. The motion carried.
- **Jaclyn Koeppen**, Freeborn County, met with the Board for her Accreditation Oral Interview. Her education includes Assessment Laws and Procedures, ProSource 101-104, Mass Appraisal Basics, Income Approach to Valuation, Basic Income Approach to Valuation, MN Assessment Administration and USPAP. Jaclyn's Demonstration Form Appraisal Report passed the grading committee in April 2016 and she passed the Residential Case Study Exam in July 2016. Jaclyn has 12 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 Jaclyn Koeppen. Gary Amundson seconded the motion. The motion carried.

Discussion Items

- **Late Renewal:** After further discussion it was decided by the board that no action would be taken.
- **Licensure Course Review:** The board reviewed a list of approved elective courses taken in the past for blanket approval as an elective course.
- **AMA Law Discussion:** Clerical/support staff that are not "viewing & valuing" are not required to be licensed.
- **Revision to AMA (SAMA) Interview Questions Survey:** The board reviewed the revised list of questions, evaluated new questions that were added for the past two meetings.
- **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 from September meeting.

The chairperson set the next meeting date as Tuesday, January 17, 2017 at the St. Michael City Center in St. Michael at 9:00 am.

Keith Albertsen made a motion to pay the expenses for the meeting. Deb Volkert seconded the motion. The motion carried.

Deb Volkert made a motion to adjourn the meeting. Keith Albertsen seconded the motion. The motion carried.