

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, January 17, 2017**

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

Board members in attendance were:

Gary Amundson	Brian Koester
Andrea Fish	Gregg Larson
Jane Grossinger	Dave Marhula
Reed Heidelberger	

Charlie Blekre was unable to attend due to weather conditions.

Minutes of the November 15 - 16, 2016 meeting were reviewed. Gary Amundson moved to approve the minutes. Dave Marhula seconded the motion. The motion carried.

Election of Officers

- **Nomination for Vice Chair:** Jane Grossinger made a motion to nominate Gary Amundson for vice chair. Gregg Larson seconded the nomination. Dave Marhula made a motion that all nominations cease and a unanimous ballot be cast. Reed Heidelberger seconded the motion. The motion carried. Gary Amundson is the Vice Chair for 2017.
- **Nomination for Chair:** Gary Amundson made a motion to nominate Brian Koester as chair. Reed Heidelberger seconded the nomination. Reed Heidelberger made a motion that all nominations cease and a unanimous ballot be cast. Gregg Larson seconded the motion. The motion carried. Brian Koester is the Chair for 2017.

Grading Committee Appointments

- **Form Report Grading Committee:** Dave Marhula made a motion to reappoint form report committee members Tamara Anderson, Patrick Chapman as chair, Kyle Holmes, Kim Jensen, Keith Kern, Rebecca Malmquist, Ann Miller, Bill Riley, Nate Stulc, Lori Thingvold, Patrick Todd, and Bob Wilson. Jane Grossinger seconded the motion. The motion carried.
- **Narrative Grading Committee:** Gregg Larson made a motion to reappoint narrative committee members Kim Jensen, Rebecca Malmquist, and Bob Wilson as chair. Gary Amundson 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 – December 31, 2016	28	22	4	2	
January 1, 2017 – January 17, 2017	0	0	0	0	
Passed Reports (7/1/2013 – 1/17/2017)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
112	57	3	12	48	0

- **CEH Committee:** Charlie Blekre took Deb Volkert’s position on the CEH committee.
- **Rules:** The request for comments were published in the State Register on Tuesday, January 17, 2017. A notice was sent to all licensed assessors via email and the request for comments was posted on the State Board of Assessor’s website.
- **MAAO Education committee update from Brian Koester & Gary Amundson:** Brian Koester reported that no meetings were scheduled with the MAAO committees since the board’s November meeting. Gary Amundson reported that there would be a MAAO Standards meeting the 1st week in February in Mankato and he will not be able to attend. Brian Koester will try to go.

Approved Continuing Education Hours Requests

- **2016 Office Summit** – Cory Bultema requested CEH’s for this summit that was held on December 2, 2016 and sponsored by Minnesota Real Estate Journal. The board’s continuing education committee approved this request for 4 continuing education hours.
- **Affordable Rental Housing Summit** – Cory Bultema requested CEH’s for this summit that was held on December 9, 2016 and sponsored by Minnesota Real Estate Journal. The board’s continuing education committee approved this request for 4 continuing education hours.
- **Ehlers Craft Finance: Locally Brewed Solutions** – Elizabeth Diaz requested CEH’s for this seminar being held on February 2 - 3, 2017 and sponsored by Ehlers & Associates. The board’s continuing education committee approved this request for 3 - 6 continuing education hours.
- **Intro to Green Buildings: Principles & Concepts** – Kathy Berry requested CEH’s for this seminar being held on February 14, 2017 and sponsored by North Dakota Appraisers Association. The board’s continuing education committee approved this request for 8 continuing education hours.
- **The Apartment Summit** – Cory Bultema requested CEH’s for this summit that was held on January 6, 2017 and sponsored by Minnesota Real Estate Journal. The board’s continuing education committee approved this request for 4 continuing education hours.
- **What’s New in Residential Construction** – Kathy Berry requested CEH’s for this seminar being held on February 15, 2017 and sponsored by Solution Design Inc. The board’s continuing education committee approved this request for 4 continuing education hours.

Denied Continuing Education Hours Requests

- **US Bank - Home of the MN Vikings Seminar** – Maribelle Cushman requested the 3 continuing education hours for this seminar which was held on December 14, 2016 in Minneapolis and sponsored by North Star Chapter of the Appraisal Institute. The board’s continuing education committee denied this seminar because it was not assessment related.

Requests for Licensure Courses

- **Kelly Raddatz** requested the board to review the IAAO online course 808 Mathematics for Assessors as a 15-hour elective course. Gary Amundson made a motion to approve. Reed Heidelberger seconded the motion. The motion carried.

Applications for Certified Minnesota Assessor

Jane Grossinger made a motion to award the Certified Minnesota Assessor license to the following individuals:

- Jonathan Anderson**, Beltrami County
- Jeff Bjerk**, Mahnommen County
- Mark Buysse**, Lyon County
- Saray Garnett-Hochuli**, City of Minneapolis
- Zeke Haas**, Hennepin County
- Eric Kruse**, Vanguard Appraisal Inc.
- Kristine Moody**, Department of Revenue
- Alex Nelson**, Olmsted County
- Chidirim Nwazue**, City of Minneapolis
- Whitnie Reasy**, Lake of the Woods County

Dave Marhula seconded the motion. The motion carried.

Application for Certified Minnesota Assessor Specialist

Gregg Larson made a motion to award the Certified Minnesota Assessor Specialist license to the following individual:

- Larry Cote**, Otter Tail County

Jane Grossinger seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

Gregg Larson made a motion to award the Accredited Minnesota Assessor license to the following individual:

- Marcus Carlson**, Nicollet County

Dave Marhula seconded the motion. The motion carried.

Dave Marhula made a motion to award the Accredited Minnesota Assessor license to the following individual:

- Michele Wills**, Nicollet County

Reed Heidelberger seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor (cont.)

Reed Heidelberger made a motion to award the Accredited Minnesota Assessor license to the following individual:

Stacy Bannor, Beltrami County

Jane Grossinger seconded the motion. The motion carried with one nay vote.

Gregg Larson made a motion to award the Accredited Minnesota Assessor license to the following individual:

A Thor, City of Minnetonka

Gary Amundson seconded the motion. The motion carried.

Gary Amundson made a motion to deny the Accredited Minnesota Assessor license to the following individual:

Patricia Ecker, Ramsey County

Gregg Larson seconded the motion. The motion carried.

Dave Marhula made a motion to award the Accredited Minnesota Assessor license to the following individual:

Lori Tibbetts, Aitkin County

Reed Heidelberger seconded the motion. The motion carried.

Dave Marhula made a motion to award the Accredited Minnesota Assessor license to the following individual:

Greg Kordosky, Clay County

Gregg Larson seconded the motion. The motion carried.

Applications for Senior Accredited Minnesota Assessor

Reed Heidelberger made a motion to award the Senior Accredited Minnesota Assessor license to the following individual:

Alan Coners, Cottonwood County

Gary Amundson seconded the motion. The motion carried.

Dave Marhula made a motion to award the Senior Accredited Minnesota Assessor license to the following individual:

Paul Grace, City of Minneapolis

Reed Heidelberger seconded the motion. The motion carried.

Applications for Senior Accredited Minnesota Assessor (cont.)

Gregg Larson made a motion to award the Senior Accredited Minnesota Assessor license to the following individual:

Molly Johnson, Anoka County

Gary Amundson seconded the motion. The motion carried.

Dave Marhula made a motion to award the Senior Accredited Minnesota Assessor license to the following individual:

David Kasperson, City of Minneapolis

Jane Grossinger seconded the motion. The motion carried.

Reed Heidelberger made a motion to award the Senior Accredited Minnesota Assessor license to the following individual:

Scott Muenchow, Ramsey County

Gregg Larson seconded the motion. The motion carried.

Gary Amundson made a motion to award the Senior Accredited Minnesota Assessor license to the following individual:

Gregg Swartwoudt, Lake County

Dave Marhula seconded the motion. The motion carried.

Discussion Items

Newsletter Ideas: Topics for the upcoming newsletter were discussed.

Class Monitors: MAAO is required to provide class monitors at every seminar at the IAAO conference in the fall of 2017 and they would like the class monitors to receive continuing education hours for volunteering their time. The board agreed to give the class monitors continuing education hours as long as MAAO provided a contract with guidelines for attending the seminar as a monitor. The board will review the class monitor contract at the March 21, 2017 board meeting.

Code of Conduct: A statement related to filing and paying individual income taxes will be added to all of the assessors licensing applications.

BOA's role in review of licensure courses: The board is working with MAAO's Curriculum & Standards committee to define licensure course standards and competencies. The board will be creating guidelines and criteria for investigations, complaints, and policies.

The chairperson set the next meeting date as Tuesday, March 21, 2017 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. Reed Heidelberger seconded the motion. The motion carried.

Reed Heidelberger made a motion to adjourn the meeting. Gregg Larson seconded the motion. The motion carried.