

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, March 21, 2017**

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

Board members in attendance were:

Gary Amundson	Joy Kanne
Charlie Blekre	Brian Koester
Andrea Fish	Gregg Larson
Jane Grossinger	Dave Marhula
Reed Heidelberger	

Minutes of the January 17, 2017 meeting were reviewed. Reed Heidelberger moved to approve the minutes. Gregg Larson 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 – March 21, 2017	8	3	0	5	
Passed Reports (7/1/2013 – 3/21/2017)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
114	61	3	11	51	0

Updates (cont.)

- **IAAO Online Course 101 Fundamentals of Real Property Appraisal:** Jean Spiegel, Professional Development Operations Director confirmed that the online version of this course is the exact same as the classroom version. This course is equivalent to Residential Appraisal Procedures.
- **Class Monitors for IAAO Conference:** MAAO is contacting IAAO to discuss the class monitors contract. MAAO is expecting to have a contract for the board to review by the May 16, 2017 board meeting.
- **Clerical/support staff that are not “viewing & valuing”:** Where they can find information about the AMA law and how it will affect them. The DOR communications division added key words to the search function to help locate the details available on the State Board of Assessors website.
- **Disciplinary Actions Report:** This report is required by MS270.41, Subd. 3a was sent to the legislature on January 31, 2017.
- **Reappointment Letters:** Were sent out to all form report and narrative report graders on January 20, 2017.
- **Newsletter:** Went out to all licensed assessors on March 15, 2017.
- **MAAO Education committee update from Brian Koester & Gary Amundson:** The conference committee met to discuss summer seminars and fall conference; courses are being created.

Approved Continuing Education Hours Requests

- **3R's of Basic Legal Descriptions (reading, writing & arithmetic) workshop:** Jackie Coulter requested CEH's for this workshop that will held on June 21, 2017 and sponsored by NCRAAO. The board's continuing education committee approved this request for 3 continuing education hours.
- **ArcGis 2 day Training:** Eric Solo requested CEH's for this training that was held on March 9 – 10, 2017 and sponsored by MnCCC. The board's continuing education committee approved this request for 14 continuing education hours.
- **Valuation of Lodging Properties Hotel/Motel workshop:** Jackie Coulter requested CEH's for this workshop that will held on June 21, 2017 and sponsored by NCRAAO. The board's continuing education committee approved this request for 7.5 continuing education hours.

Applications for Certified Minnesota Assessor

Gary Amundson made a motion to award the Certified Minnesota Assessor license to the following individuals:

Roy Levitt, St. Louis County

Derek Lunser, Koochiching County

Lisa Olmen, Hennepin County

Jacob Packer, City of Brooklyn Park

Dave Marhula seconded the motion. The motion carried.

Application for Certified Minnesota Assessor Specialist

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

Kim Kirchoff, Renville County

Reed Heidelberger seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

Andrea Fish made a motion to award the Accredited Minnesota Assessor license to the following individual:

Michelle Benson, City of Bloomington

Reed Heidelberger seconded the motion. The motion carried.

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

Timothy Berggren, Washington County

Reed Heidelberger seconded the motion. The motion carried.

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

Scott deLambert, Hennepin County

Andrea Fish seconded the motion. The motion carried.

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

Patricia Ecker, Ramsey 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:

Shane Larsen, Hennepin County

Gregg Larson seconded the motion. The motion carried.

Jane Grossinger made a motion to award the Accredited Minnesota Assessor license to the following individual:

Amy Weber, City of Minnetonka

Gregg Larson seconded the motion. The motion carried.

Applications for Senior Accredited Minnesota Assessor

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

Kristina Botzek, Sherburne County

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:

Gianna Olson, Hennepin 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:

Scott Schutz, Anoka County

Charlie Blekre seconded the motion. The motion carried.

Andrea Fish made a motion to award the Senior Accredited Minnesota Assessor license to the following individual:

Jay Sowieja, Le Sueur County

Gregg Larson seconded the motion. The motion carried.

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

Craig Swanson, Stevens County

Jane Grossinger seconded the motion. The motion carried with two nay votes.

Appointment with the Board

Jessi Glancey with the MAAO Curriculum & Standards committee presented the licensure standards and competencies project. The presentation included details on specific standards and guidelines for writing future courses. The board will be able to use the standards tool when reviewing a licensure course requests. The committee will continue to work on finalizing the project and expects it to be completed by fall.

Discussion Items

- **AMA Law Change:** Andrea Fish updated the board on how the AMA law was being discussed at the Capitol, including possible repeal, possible extension of completion date, and a possible waiver. The Department of Revenue and MAAO had worked together to write the waiver. Gregg Larson suggested that the board should voice their opinion and be present at the next hearing.

Gregg Larson made a motion that the Board express its support of the existing law and communicate that support to the appropriate legislative committees. Jane Grossinger seconded the motion. The motion carried.

Andrea and Gregg wrote a statement and submitted it to the Commissioner to be shared with legislators.

- **Rule Change Update:** The board reviewed the submitted comments, Rule changes and the SONAR.

Dave Marhula made a motion to proceed with the Rules and SONAR as presented. Reed Heidelberger seconded the motion. The motion carried.

- **Assessment Experience:** After reviewing the current and past assessment experience policies, it was unanimous that the board will not change the policy based on the request that was received.
- **Procedures & Guidelines:** The board reviewed the procedures for investigations provided by Gary Amundson. A few changes were suggested; Gary will make the changes and provide a revised copy at the next board meeting for review.

The chairperson set the next meeting date as Tuesday, May 16, 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.

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