

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, May 16, 2017**

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

Board members in attendance were:

Gary Amundson	Joy Kanne
Andrea Fish	Brian Koester
Jane Grossinger	Gregg Larson
Reed Heidelbergger	Dave Marhula

Charlie Blekre was unable to attend the meeting.

Minutes of the March 21, 2017 meeting were reviewed. Reed Heidelbergger moved to approve the minutes. Dave Marhula 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	13	13	0	0	
July 1, 2014–December 31, 2014	13	13	0	0	
January 1, 2015 – June 30, 2015	15	15	0	0	
July 1, 2015 – December 31, 2015	13	12	1	0	
January 1, 2016 – June 30, 2016	33	33	0	0	
July 1, 2016 – December 31, 2016	26	24	2	0	
January 1, 2017 – May 16, 2017	16	13	1	2	
Passed Reports (7/1/2013 – 3/21/2017)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
129	66	5	11	47	0

Updates (cont.)

- **November Meeting:** Will now be a 2-day meeting on Monday, November 20, 2017 & Tuesday, November 21, 2017. The board's proposed meeting schedule has been updated on the website and in board members' binders.
- **Legislative Update**
 - **Assessor Accreditation Waiver:** Recommended changes were adopted by the conference committee.
 - **Fee Increase Proposal:** Not currently in a finance bill as of this meeting; we will discuss our options.
- **MAAO Education committee update from Brian Koester & Gary Amundson:** No updates at this time.

Approved Continuing Education Hours Requests

- **19th Annual Real Estate Trends Seminar:** Maribelle Cushman requested CEH's for this conference that was held on May 16, 2017 and sponsored by North Star Chapter of Appraisal Institute. The board's continuing education committee approved this request for 8 continuing education hours.
- **21st Annual CAMA/GIS Technologies Conference:** Teresa Mitchell requested CEH's for this conference that was held on March 6 – 9, 2017 and sponsored by URISA - Urban and Regional Information Systems Association. The board's continuing education committee approved this request for 3 - 15 continuing education hours.
- **2017 Annual Residential Real Estate Summit:** Julie Gustafson requested CEH's for this conference that was held on April 7, 2017 and sponsored by MN Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **Ethics for Minnesota Assessors:** Jessi Glancey requested CEH's for this seminar sponsored by the Department of Revenue and MAAO. The board's continuing education committee approved this request for 3 continuing education hours.
- **Legal Descriptions Workshop:** William Effertz requested CEH's for this conference being held on July 18 - 19, 2017 and sponsored by The Sidwell Company. The board's continuing education committee approved this request for up to 16 continuing education hours.
- **MAAO 2017 Instructor Training:** Jackie Coulter requested CEH's for this seminar that will be held on May 31 – June 1, 2017 and sponsored by MAAO. The board's continuing education committee approved this request for 10 hours of continuing education hours.
- **MAAO 2017 Summer Seminars:** Kim Jensen requested CEH's for this conference that will be held on May 24 – 25, 2017 and sponsored by MAAO. The board's continuing education committee approved this request for 4 hours of continuing education hours for each seminar offered and 8 hours for If Houses Could Talk.
- **Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications:** Maribelle Cushman requested CEH's for this conference that was held on April 26 - 27, 2017 and sponsored by North Star Chapter of Appraisal Institute. The board's continuing education committee approved this request for 15 continuing education hours including a 1-hour exam.

Request for Licensure Course

- **Jessi Glancey** requested the board to review the revised Mass Appraisal Basics course description and timeline sponsored by MAAO. This course is required for the Certified Minnesota Assessor license level and it is required to be 30 continuing education hours including a 2-hour exam. 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:

Daniel Ayer, Washington County on July 1, 2017 for the new fiscal year.

Molly Benoit, Pine County on July 1, 2017 for the new fiscal year.

Lena Bischoff, Itasca County on June 6, 2017.

William Hulst, Roseau County on July 1, 2017

Damaris Ledesma, Department of Revenue on July 1, 2017

Daniel Squyres, Chisago County

Gregg Larson seconded the motion. The motion carried.

Applications for Certified Minnesota Assessor Specialist

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

Karla Ambrose, Cottonwood County

Reed Heidelberger seconded the motion. The motion carried.

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

Gina Sievert, Sibley County

Dave Marhula seconded the motion. The motion carried.

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

Brenda Vander Pol, Renville County

Joy Kanne seconded the motion. The motion carried.

Applications for Senior Accredited Minnesota Assessor

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

Jon Van Nurden, Department of Revenue

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:

Joby Rausch, Hennepin County

Jane Grossinger seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

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

Scott deLambert, Hennepin County

Gregg Larson seconded the motion. The motion carried.

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

Pam Moe, Otter Tail County

Reed Heidelberger seconded the motion. The motion carried.

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

Leslie Schroeder, Meeker County

Dave Marhula seconded the motion. The motion carried.

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

Don Metz, Local Assessor in Stevens & Traverse County

Reed Heidelberger seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

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

Sethrena Simon, Otter Tail County

Gregg Larson seconded the motion. The motion carried.

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

Tyler Synsteliën, Otter Tail County

Jane Grossinger seconded the motion. The motion carried.

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

Jason Vaith, Hennepin County

Jane Grossinger seconded the motion. The motion carried.

Discussion Items

- **Class Monitors for IAAO Conference:** The board reviewed the responsibilities for class monitors document and made one small change, MAAO was notified of the change. The board unanimously approved the class monitors contract.
- **Complaint Procedures:** Changes were made to the revised procedures for investigations. Gregg Larson will exam the graphs further, send to Gary Amundson and they will report their findings to the board at the July meeting.
- **Morrison County:** After much discussion, it was decided that no action needed to be taken.
- **Rules & Statute Changes in the Future:** Items brought to the board that are possible rule changes will be tracked for future changes.

The chairperson set the next meeting date as Tuesday, July 18, 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. Gregg Larson seconded the motion. The motion carried.

Andrea Fish made a motion to adjourn the meeting. Dave Marhula seconded the motion. The motion carried.