

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, July 18, 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
Reed Heidelberger	Dave Marhula

Jane Grossinger was unable to attend the meeting.

Minutes of the May 16, 2017 meeting were reviewed. Dave Marhula 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	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 – June 30, 2017	17	15	2	0	
July 1, 2017 – July 17, 2017	5	0	0	5	
Passed Reports (7/1/2013 – 7/17/2017)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
129	69	5	9	46	0

- On Friday, May 19, 2017 the Board emailed out the FY 2018 license renewal announcement to 875 assessors. To date, 773 licenses have been renewed and 14 Record Retention.
- Bobbi Spencer will send out the renewal application reminder letter on Thursday, July 20, 2017. As of July 14, 2017, 80 assessors have not renewed their license yet.
- The board's website has been updated based on new laws.
- **Rules Draft and SONAR:** The Office of the Revisor and the Department of Revenue reviewed the final Rule Change draft. Next steps: the Governor's office will review and move it to the Notice of Intent to Adopt process.
- **MAAO Education committee update from Brian Koester & Gary Amundson:** Brian Koester stated nothing to report at this time. Gary Amundson reported that the assessor's standards are starting to fill in and Joy Kanne is assisting with development process. It would be beneficial to reach out to others to find out if we are missing something.

Approved Continuing Education Hours Requests

- **Commercial Real Estate Valuation & Appraisal Forecast Summit:** Stephanie Nyhus requested CEH's for this summit that was held on January 20, 2017 and sponsored by Minnesota Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **LEAD: Managing Others & Leading by Example:** Jackie Coulter requested CEH's for this class being held on October 11, 2017 and sponsored by MAAO. The board's continuing education committee approved this request for 8 continuing education hours.
- **LEAD: Managing Yourself & Developing Leadership Skills:** Jackie Coulter requested CEH's for this class being held on October 12, 2017 and sponsored by MAAO. The board's continuing education committee approved this request for 8 continuing education hours.

Reinstatement for Certified Minnesota Assessor

- Andrew Imes requested to have his Certified Minnesota Assessor's license reinstated. Andrew met all of the reinstatement requirements and his CMA IQ license was mailed out on June 30, 2017.

Applications for Certified Minnesota Assessor

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

Scott Hanfler, Morrison County

Teng Thor, Ramsey County

Michel Wetzels, Morrison County

Dave Marhula seconded the motion. The motion carried.

Applications for Certified Minnesota Assessor Specialist

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

Brett Hall, Hennepin County

Dave Marhula seconded the motion. The motion carried.

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

Candice Lahann, Mower County

Dave Marhula seconded the motion. The motion carried. Joy Kanne abstained.

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

Renee Thorpe, Mower County

Reed Heidelberger seconded the motion. The motion carried. Joy Kanne abstained.

Applications for Accredited Minnesota Assessor

Charlie Blekre made a motion to award the Accredited Minnesota Assessor license to the following individual:

Nathan Aakre, City of Moorhead

Reed Heidelberger seconded the motion. The motion carried.

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

Melissa Bickman, Hennepin County

Charlie Blekre seconded the motion. The motion carried.

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

Heather Jacobson, Otter Tail County

Dave Marhula seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor (cont.)

Joy Kanne made a motion to award the Accredited Minnesota Assessor license to the following individual:

Tami Paulson, Olmsted County

Gary Amundson seconded the motion. The motion carried.

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

Lauren Anderson, Hubbard County

Andrea Fish seconded the motion. The motion carried.

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

Ashlei Munneke, Hennepin County

Reed Heidelberger seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor

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

Kelsey Jorissen, Anoka County on August 1, 2017.

Andrea Fish seconded the motion. The motion carried.

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

Holly Soderbeck, MN Department of Revenue

Joy Kanne seconded the motion. The motion carried.

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

LoriRuth Tibbetts, Aitkin County

Gregg Larson seconded the motion. The motion carried.

Closed Meeting

Dave Marhula made a motion to recess into the closed meeting. Gary Amundson seconded the motion. The motion carried.

Discussion Items

- **Complaint Procedures:** Reviewed changes to the procedures for investigations. After further discussion, there are items that will be added and removed. Changes will be made and new copies will be brought to the September board meeting.
- **AMA Interview Options:** The board is revisiting the format of the questions. Joy Kanne and Andrea Fish offered to try to draft examples of new questions for the September board meeting.
- **AMA Waiver Exam:** A team consisting of Department of Revenue staff, State Board of Assessors members & MAAO members will start developing the exam. The State Board of Assessors will manage the process of the exam.
- **Jurisdictional License Level List:** Based on the extension of the AMA law and the waiver, the board decided to revise the current Jurisdictional License Level list. Reed Heidelberger made a motion to remove the proposed 7/1/2019 column from the Jurisdictional License Level list. Gary Amundson seconded the motion. The motion carried.
- **AMA Waiver:** The board discussed what activities an AMA Waiver holder could perform. Specifically, could a waiver holder assess a district that required an assessor licensed at an AMA level to perform the assessment? Following discussion, Gary Amundson made a motion that a person holding an AMA waiver does not hold an AMA license, and cannot assess a jurisdiction requiring an AMA. Gregg Larson seconded the motion. The motion carried.
- **Number of Parcels:** The question “can a local assessor have too many parcels under contract?” was brought to the board. There are no laws or rules that allows the board the authority to determine how many parcels assessors can contract. The Department of Revenue’s study shows that an assessor can assess 3000 – 4,500 parcels per year.
- **Expectations of an Assessor:** The board discussed the fact that there are statutes & the code of conduct for the assessors to follow. County Assessors are responsible to make sure all their staff are aware of the laws, which sets the expectations of an assessor. The board feels their needs to be more outreach to the townships and cities with education on what the responsibilities of an assessor are.
- **PACE Course:** The board has a policy stating that a PACE course offered during 2008 – 2012 four-year cycle would be allowed as an elective course. Following discussion, Andrea Fish made a motion to remove this policy. Reed Heidelberger seconded the motion. The motion carried.
- **Tax Court Course for SAMA Designation:** After much discussion, the board decided to add this item to the future rule change list for further research.

The chairperson set the next meeting date as Tuesday, September 19, 2017 at the St. Michael City Center in St. Michael at 9:00 am.

Gregg Larson made a motion to pay the expenses for the meeting. Dave Marhula seconded the motion. The motion carried.

Dave Marhula made a motion to adjourn the meeting. Reed Heidelberger seconded the motion. The motion carried.