

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, September 19, 2017**

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

Board members in attendance were:

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

Gregg Larson was unable to attend the meeting.

Minutes of the July 18, 2017 meeting were reviewed. Gary Amundson moved to approve the minutes. Reed Heidelberger seconded the motion. The motion carried.

Reed Heidelberger made a motion to recess into the closed meeting. Dave Marhula seconded the motion. The motion carried.

Closed Minutes of the August 3, 2017 closed meeting were reviewed. Jane Grossinger moved to approve the minutes. Andrea Fish 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 – September 19, 2017	8	6	1	1
Passed Reports (7/1/2013 – 9/14/2017)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet
135	74	5	8	47

Updates (cont.)

- There are 801 Assessors licensed for FY 2018. 390 CMA, 40 CMAS, 99 AMA & 272 SAMA. 15 assessors are on Record Retention (number not included in the total number of assessors).
- **Assessor by Age Report:** The most current report is posted on the board's website.
- 59 Renewal reminder letters were mailed out on Friday, July 21, 2017. As of September 14, 2017, 27 assessors have not renewed their license or contacted the office to report what they will be doing for FY 2018.
- **Jurisdictional License Level List:** Based on the motion to remove the "Proposed 7/1/2019" column from the list, an email was sent out to all County Assessors on Friday, August 4, 2017 notifying them that the jurisdictional license level list was changed and that the State Board of Assessors will revisit the jurisdictional license levels list prior to the July 1, 2022 AMA deadline date.
- **MAAO Education committee update from Brian Koester & Gary Amundson:** Gary Amundson reported that the new Mass Appraisal Course went very well and he will be touching base with the Assessors Standards group the week of September 25, 2017. Joy Kanne reported that the MAAO Course Management committee has dissolved because Jackie Coulter is managing it now.

Approved Continuing Education Hours Requests

- **Auditor and Treasurer Courses:** Mark Manderfeld requested CEH's for these courses that was held on August 9 - 10, 2017 and October 10 – 12, 2017 sponsored by MN Department of Revenue. The board's continuing education committee approved this request for 35 continuing education hours.
- **MAAO Fall Conference:** Tami Paulson requested CEH's for this conference that was held on September 10 – 13, 2017, and sponsored by MAAO. The board's continuing education committee approved this request for 3 & 4 continuing education hours.
- **MAAP Summer Workshop:** Jessi Glancey requested CEH's for this workshop that was held on August 17 – 18, 2017 and sponsored by MAAP. The board's continuing education committee approved this request for 10 continuing education hours.
- **Supporting Your Adjustments - Methods for Residential Appraisers Course:** Julie Hackman requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 3 continuing education hours.
- **Vanguard User Group Meeting:** Teresa Ellerby requested CEH's for this meeting sponsored by Vanguard Appraisals, Inc. The board's continuing education committee approved this request for 11 continuing education hours.

Request for Licensure Courses

- **Nichole Staehling** is requesting the board to review the following courses as equivalent courses to the required licensure courses.
 - TAAD Course 2: Appraisal of Real Property equivalent to *Residential Appraisal Principles* -
 - RPA Review Level IV, Introduction to the Texas Property Tax System, Review Level III equivalent to *Residential Appraisal Procedures*
 - TAAD Course 5: Mass Appraisal Concepts equivalent to *Mass Appraisal Basics*
 - TAAD Course 3: Income Approach to Value equivalent to *Income course*
 - Course 32: USPAP equivalent to *15 Hour USPAP*
 - TAAD Course 10: Demo Appraisal Concepts (AKA Analyzing a Real Property Appraisal) equivalent to the *Residential Form Appraisal Report*
 - Level IV RPA Exam equivalent to *Residential Case Study Exam*

After further research was completed on the RPA Level IV course, Gary Amundson made the motion via email to approve Nichole Staehling's course request with the understanding that she will need to take Assessment Administration and pass the oral interview to become an AMA. Reed Heidelberger seconded the motion via email. The motion passed via email by all attending board members.

Application for Certified Minnesota Assessor

Gary Amundson made a motion to award the Certified Minnesota Assessor license to the following individuals and Pamela Reese will receive 3 years of assessment experience:

Jacob Barvels, Kandiyohi County

Eric Beier, Clearwater County

Alex Bersie, Wright County

Peter Blomquist, Isanti County

Michael Czech, Kandiyohi County

Rachel Espe, Cook County

Gregory Hawkinson, Waseca County

Alisa Jacobsen, Lake of the Woods County

Christopher Larson, Local Assessor in Murray & Pipestone Counties

Brice Nelson, Wright County

Pamela Reese, Douglas County

Lynn Shuldes, Kandiyohi County

Nicky Strain-Fillion, Mille Lacs County

Greg Strauss, Washington County

Krista Thoe, Sherburne County

Andrea Fish seconded the motion. The motion carried.

Application for Certified Minnesota Assessor Specialist

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

Joel Dulski, Otter Tail County

Reed Heidelberger seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

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

Braden Johnson, Hennepin County

Reed Heidelberger seconded the motion. The motion carried.

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

Steve Christenson, Douglas 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:

Matt Tikkanen, Douglas County

Andrea Fish seconded the motion. The motion carried.

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

Thomas Brandt, Ramsey 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:

Kent Smith, City of Bloomington

Gary Amundson 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:

Markus Yager, City of Maple Grove

Joy Kanne seconded the motion. The motion carried.

Note: Markus Yager's SAMA license will take effect on October 3, 2017 once he submits a passing grade on the income case study exam.

Discussion Items

- **Proposed 2018 Board Meeting Schedule:** The board set the dates for the 2018 board meetings. The Proposed 2018 board-meeting schedule can be found on the board's website.
- **AMA Waiver Exam:** Joy Kanne reported the team met on August 22, 2017 and decided to use the standards when creating the exam. The team plans to meet again in October.
- **AMA Interviews:** Reed Heidelberger made the motion to approve discussion item "AMA Interviews" be added to the September meeting agenda. Jane Grossinger seconded the motion. The motion carried. The board decided to split into two groups in order to increase the number of interviews at each meeting. The board will return to the main meeting room after all interviews are concluded to discuss and make the motions.

Gary Amundson made a motion that the November board meeting go back to a one-day meeting instead of a two-day meeting. Andrea Fish seconded the motion. The motion carried.

The chairperson set the next meeting date as Tuesday, November 21, 2017 at the St. Michael City Center in St. Michael at 9:00 am.

Jane Grossinger 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. Andrea Fish seconded the motion. The motion carried.