

**State Board of Assessors  
Meeting Minutes  
St. Michael City Center  
Tuesday, November 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 September 19, 2017 meeting were reviewed. Charlie Blekre moved to approve the minutes. Reed Heidelberger 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	25	1	0	
January 1, 2017 – June 30, 2017	19	17	2	0	
July 1, 2017 – November 21, 2017	9	9	0	0	
Passed Reports (7/1/2013 – 9/14/2017)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
138	77	6	7	48	0

## **Updates (cont.)**

- **Outside Activity letters went out on October 12, 2017.** 32 Assessors indicated on their FY 2018 license application that they were engaged in one or more activities other than assessment work during the period from July 1, 2016 to June 30, 2017. 62 employers were sent the outside activity letter.
- **Course Update:** Appraisal Institute now offers the Residential Sales Comparison & Income Approaches course online. This course was approved by the board for McKissock. The CEH committee agreed that this course would be added to the approved licensure course list as an elective course.
- **MAAO Course Updates:** Jackie Coulter will be attending the January meeting to provide a report on how the 2017 courses went and give an update on the 2018 courses that are scheduled and available for registration. MAAO is also looking at some potential instructor changes that Jackie will provide an update on as well. Jessi Glancey will be attending the May meeting to explain what is happening with courses for the summer of 2018.
- **AMA Waiver Exam Update from Joy Kanne:** The AMA waiver exam team had their second meeting on October 26 and decided on the format for the exam. The team will be splitting up into groups and focusing on specific topics.
- **MAAO Education committee update from Brian Koester & Gary Amundson:** Brian Koester reported that the MAAO conference committee will be meeting on Tuesday, November 28<sup>th</sup> to discuss the 2018 schedule. Gary Amundson reported that there will be an education summit held in Scott County on December 5<sup>th</sup> to do a brain storming session. The assessor's standards will be ready for the executive committee in May. The AMA standards are close to being completed and once those are done, it will go a little faster.

## **Approved Continuing Education Hours Requests**

- **A Little Value for Everyone:** Maribelle Cushman requested CEH's for this course that was held on November 13, 2017 sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **Case Studies in Appraising Green Residential Buildings:** Maribelle Cushman requested CEH's for this course that was held on November 14, 2017 in Fargo, ND and November 16, 2017 in St. Paul, MN sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **IAAO Annual Conference:** Kyle Holmes requested CEH's for this conference that was held on September 24 – 27, 2017 in Las Vegas, Nevada sponsored by IAAO. The board's continuing education committee approved this request for 7 continuing education hours for only specific sessions that Kyle Holmes attended.

### **Approved Continuing Education Hours Requests (cont.)**

- **Residential Grading and Depreciation Workshop:** Teresa Ellerby requested CEH's for this workshop that is being held on February 20, 2018 in St. Peter, MN & February 21, 2018 in Bagley, MN sponsored by Vanguard Appraisals, Inc. The board's continuing education committee approved this request for 6 continuing education hours.
- **Rochester Real Estate Forecast Summit - 2017 State of the Market:** Ryan Kraft requested CEH's for this summit that was held on November 10, 2017 in Rochester, MN sponsored by Minnesota Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **The Income Approach: An Overview:** Jaci Koeppen requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.

### **Application for Certified Minnesota Assessor**

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

**Scott Adam**, Rock County  
**Chad Benda**, Jackson County  
**Katie Blegen**, Lyon County  
**Paul Cherry**, St. Louis County  
**Brian DeZurik**, Morrison County  
**Diane Dunn**, Brown County  
**Sean Gremmels**, Brown County  
**Shaun Hainey**, St. Louis County  
**Paige Heath**, City of Brooklyn Park  
**Danielle Johnson**, Beltrami County  
**Mindy Kinkade**, Norman County  
**Lisa Lindblad**, Becker County  
**Jean Meyer**, Wabasha County  
**Laura Odgren**, Martin County  
**Matthew Pedersen**, Dakota County  
**Kelly Raddatz**, Sibley County  
**Jonathan Springer**, Hennepin County  
**Daniel Vang**, Ramsey County  
**Lindsey Wetzel**, Winona County

Gary Amundson 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.

**Nichole Staehling**, Freeborn County

Gary Amundson seconded the motion. The motion carried.

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

**Dawn Swisher**, Otter Tail County

Gregg Larson 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 individuals.

**Barbara Amundson**, Big Stone County

**Eric Banken**, Big Stone County

**Tim Bulger**, Hennepin County

**Wesley Hanson**, Hennepin County

**Krista Krupa**, Kandiyohi County

**Judy Lazar**, Ramsey County

**Ricardo Perez**, Ramsey County

**Jeanne Runge**, Goodhue County

**Carolyn Runholt**, City of Marshall

**Gina Sievert**, Sibley County

**Lisa Strand**, Lac qui Parle County

**Joseph Tschida**, Pope County

Gregg Larson seconded the motion. The motion carried.

### **Application for Senior Accredited Minnesota Assessor**

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

**Michelle Benson**, City of Bloomington

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.

**Melissa Bickman**, Hennepin County

Charlie Blekre seconded the motion. The motion carried.

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

**Thomas Brandt**, Ramsey County

Dave Marhula seconded the motion. The motion carried.

Gregg Larson made a motion to award the Senior Accredited Minnesota Assessor license to the following individuals.

**Marcus Carlson**, Nicollet County

**Thomas Carruth**, Dakota County

**Ashley Gunderson**, Hennepin County

**Jaclyn Koeppen**, Freeborn County

**Shane Larsen**, Hennepin County

**Pamela Moe**, Otter Tail County

**Gertrude Paschke**, Faribault County

**Tami Paulson**, Olmsted County

**Kevin Scheidecker**, Otter Tail County

**Joshua Schoen**, Rice County

**Michael Silker**, Scott County

**Michelle Snobl**, Wilkin County

**Vanessa Thompson**, City of Bloomington

**David Thomsen**, Hennepin County

**Jason Vaith**, Hennepin County

Jane Grossinger seconded the motion. The motion carried.

### **Discussion Items**

- **Complaint Procedures:** The board reviewed the revised complaint procedures and made a few changes. Gregg Larson will update the official procedures document and have it available for the board to review at the January meeting.
- **Oral Interview Questions:** The board discussed revisiting the vision and purpose of the oral interview. Ideas for a purpose and objectives to assist with changing the interview process will be discussed at the January meeting.

The chairperson set the next meeting date as Tuesday, January 16, 2018 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. Dave Marhula seconded the motion. The motion carried.