

**State Board of Assessors  
Meeting Minutes  
St. Michael City Center  
Tuesday, January 16, 2018**

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

Board members in attendance:

Gary Amundson	Brian Koester
Reed Heidelberger	Gregg Larson
Joy Kanne	Dave Marhula

Charlie Blekre, Andrea Fish and Jane Grossinger were unable to attend.

Dave Marhula made a motion to approve the January 16, 2018 agenda. Reed Heidelberger seconded the motion. The motion carried.

Minutes of the November 21, 2017 meeting were reviewed. Gary Amundson moved to approve the minutes. Dave Marhula seconded the motion. The motion carried.

### **Election of Officers**

- **Nomination for Vice Chair:** Dave Marhula made a motion to nominate Gary Amundson for vice chair. Reed Heidelberger seconded the nomination. Joy Kanne made a motion that all nominations cease and a unanimous ballot be cast. Gregg Larson seconded the motion. The motion carried. Gary Amundson is the vice chair for 2018.
- **Nomination for Chair:** Reed Heidelberger made a motion to nominate Brian Koester as chair. Gregg Larson seconded the nomination. Dave Marhula made a motion that all nominations cease and a unanimous ballot be cast. Gary Amundson seconded the motion. The motion carried. Brian Koester is the chair for 2018.

### **Grading Committee Appointments**

- **Form Report Grading Committee:** Gregg Larson made a motion to reappoint form report committee members Tamara Anderson, Patrick Chapman as chair, Kyle Holmes, Kim Jensen, Keith Kern, Rebecca Malmquist, Ann Miller, Nate Stulc, Patrick Todd, and Bob Wilson. Dave Marhula seconded the motion. The motion carried.
- **Narrative Grading Committee:** Dave Marhula made a motion to reappoint narrative committee members Kim Jensen, Rebecca Malmquist, and Bob Wilson as chair. Reed Heidelberg 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 – December 31, 2017	9	9	0	0	
January 1, 2018 – January 16, 2018	0	0	0	0	
Passed Reports (7/1/2013 – 1/16/2018)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA yet	Not enough experience
138	77	6	7	48	0

- **Rule Changes:** Rule documents were sent out the week of December 26, 2017 to the Governor’s Office and Minnesota Management and Budget.
- **AMA Waiver Exam Update from Joy Kanne:** The committee met on January 9, 2018 and decided that the test will be a written test only and there is a good start on developing the questions. The committee decided to reach out to those assessors that qualify to take the exam to see what interest is out there. The committee will meet again in March to review and determine what questions will be on the test.
- **MAAO Education Committee update from Brian Koester & Gary Amundson:** Brian Koester reported that there has been discussion about summer seminars and fall conference. Gary Amundson was unable to attend the summit in Scott County on December 5<sup>th</sup> due to bad weather.

### **Approved Continuing Education Hours Requests**

- **2017 Education Summit:** Jackie Coulter requested CEH's for this summit that was held on December 5, 2017 sponsored by MAAO. The board's continuing education committee approved this request for 5.5 continuing education hours.
- **Get in the Game - Tackle Public Finance Seminar:** Elizabeth Diaz requested CEH's for this seminar that will be held on February 1 – 2, 2018 sponsored by Ehlers & Associates. The board's continuing education committee approved this request for 6 continuing education hours.

### **Applications for Certified Minnesota Assessor**

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

**Shirly Abear**, Lyon County  
**Brian Anderson**, Steele County  
**Tedman Anderson**, Anoka County  
**Theodore Buhner**, Nobles County  
**Hilary Dischinger**, Anoka County  
**Jean Grahek**, Ramsey County  
**Benjamin Hamill**, Anoka County  
**Annalee Jones**, Polk County  
**Jessie Jurek**, City of Minneapolis  
**Nikki Kemp**, Winona County  
**Jethro Oelrich**, City of Coon Rapids  
**Laura Ramboldt**, Goodhue County  
**Paul Schoonover**, St. Louis County  
**Vilma Topuzi**, Not employed as an assessor at this time  
**Anthony Troumbly**, Itasca County  
**Nong Vang**, City of Minneapolis  
**Ronald Volkman**, Winona County  
**Jeremy Zierden**, Freeborn County

Gary Amundson 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 individuals.

- Kathryn Korte**, Stearns County
- Corey Schwartz**, Le Sueur County
- Maria Shepherd**, Hubbard County
- Tim Vang**, Dakota County
- Tom Widmer**, Le Sueur County
- Steve Young**, Local Assessor in Grant & Stevens County

Gregg Larson seconded the motion. The motion carried.

Gary Amundson made a motion to invite Joel Dulski, Otter Tail County, Lisa Lindeman, Carver County, Tom Shoemaker, Carver County to return for a second oral interview. Dave Marhula seconded the motion. The motion carried.

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

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

- Theresa Felix**, Cass County
- Krista Krupa**, Kandiyohi County
- Matthew Naatz**, Dodge County
- Adam Swart**, City of Eden Prairie
- Jim Swenson**, City of Minneapolis
- Mary Wells**, Local Assessor in Murray & Pipestone County

Joy Kanne seconded the motion. The motion carried.

### **Appointment with the Board**

**MAAO Course Update:** Jackie Coulter, MAAO Education Coordinator provided a 2017 course registration and results report showing a breakdown on attendance, pass, fail, retest pass & retest fail results. A list of all the MAAO 2018 courses along with the documented current attendance and registrations were also on the report. The board will invite Jackie back every year to share these types of reports to keep the board informed on how the courses are going.

## Discussion Items

- **Ethics Course & Continuing Education Policy:** The board reviewed the current continuing education requirements policy for reinstatement of an assessor's license in a new 4-year cycle.

The continuing education policy for reinstatement was revised as follows:

- Continuing education requirements must be met for the previous four (4) year cycle, including ethics.
- For AMA and SAMA reinstatements, this includes the requirement for PACE.
- The Ethics course is rewritten every 4 years so instead of taking it twice to fulfill both 4-year cycles the assessor will only take it once but will **not** receive continuing education hours in order for the Ethics course to apply to both cycles.

Gary Amundson made a motion to adopt the changes to the continuing education requirements for reinstatement. Gregg Larson seconded the motion. The motion carried.

- **Newsletter Ideas:** Seven topics were decided on for the upcoming newsletter. During the discussion, it was decided to remove the licensing renewal 60-day grace period policy. Dave Marhula made a motion to remove the 60-day grace period policy once the rule changes take effect. In addition, the effective date of the license will be the date of the reinstatement. Joy Kanne seconded the motion. The motion carried.
- **Complaint Procedures:** Reviewed final draft. Gary Amundson made a motion to adopt the complaint procedures. Reed Heidelberger seconded the motion. The motion carried.

The chairperson set the next meeting date as Tuesday, March 20, 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. Joy Kanne seconded the motion. The motion carried.

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