

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, March 20, 2018**

Vice-Chair Gary Amundson convened the meeting at 9:00am.

Board members in attendance:

Gary Amundson	Joy Kanne
Charlie Blekre	Gregg Larson
Jane Grossinger	Dave Marhula
Reed Heidelbergger	

Andrea Fish was unable to attend.

Minutes of the January 16, 2018 meeting were reviewed. Reed Heidelbergger moved to approve the minutes. Gregg Larson seconded the motion. The motion carried.

Nomination for Chair: Reed Heidelbergger made a motion to nominate Gregg Larson as chair. Charlie Blekre seconded the nomination. Reed Heidelbergger made a motion that all nominations cease and a unanimous ballot be cast. Charlie Blekre seconded the motion. The motion carried. Gregg Larson is the chair for 2018.

Nominate CEH Committee Member: Gary Amundson made a motion to nominate Reed Heidelbergger as a continuing education hour (CEH) committee member. Dave Marhula seconded the motion. The motion carried.

• **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	1	0
July 1, 2017 – December 31, 2017	9	9	0	0
January 1, 2018 – March 20, 2018	7	3	1	3
Passed Reports (7/1/2013 – 5/15/2018)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
146	93	9	8	30

Updates (cont.)

- **Board Vacancy:** With the passing of Brian Koester the county assessor board member position will need to be filled. The posting of the county assessor board member vacancy is on the Secretary of State's website. Jon Klockziem, Acting Director of the Property Tax Division, sent Patrick Todd, President of MAAO an email notifying Patrick Todd that MAAO may submit names of recommended county assessors for the appointment per Minnesota Statutes [270.41](#).
- **Compatibility of Offices:** It was brought to my attention that an assessor working for a county was looking to run for state representative within the district that the assessor performed assessment work in. I reached out to the Department of Revenue's legal division to get their legal advice. It was determined that a county employee and state representative are compatible offices.
- **Board of Assessors Newsletter:** The March newsletter was sent out via email on March 2, 2018 to 875 assessors. Seven newsletters were sent in the mail to those assessors without an email address.
- **Policies:** The reinstatement continuing education requirements that must be met for the previous four (4) year cycle, including ethics was updated with the boards January decision and posted on the website.
- **Rule Changes:** Minnesota Management & Budget are reviewing the rule changes and will send a draft to Kyle Gustafson once everything is completed. The Governor's office has a new policy coordinator; Kyle Gustafson sent the rule change documents to them on March 1, 2018.
- **AMA Waiver Exam Update from Joy Kanne:** The AMA waiver exam committee met in St. Paul on March 19, 2018 to discuss the progress of the exam. It was decided to send the assessors that are effected by the law change a survey letter to get an idea of who of those assessors would be interested in taking the exam the survey letter will be sent out at the at the end of March.
- **MAAO Curriculum & Assessor Standards Committee Update from Gary Amundson:** The committee had a phone conference on March 5, 2018 and discussed reviewing all weeklong courses. It was discussed that one of the committee members should meet with the board at least once a year to get the boards view of the weeklong courses. Jessi Glancey, the Co-chair will be reaching out to the board to set up a meeting.

Approved Continuing Education Hours Requests

- **2018 Annual Residential Real Estate Summit:** Julie Gustafson requested CEH's for this summit sponsored by Minnesota Real Estate Journal that was held on April 6, 2018 in Golden Valley, MN. The board's continuing education committee approved this request for 4 continuing education hours.
- **Business Practices and Ethics:** Maribelle Cushman requested CEH's for this seminar sponsored by North Star Chapter of the Appraisal Institute that was held on May 11, 2018 in St. Paul, MN. The board's continuing education committee approved this request for 4 continuing education hours.
- **Complex Properties - The Odd Side of Appraisal:** Vanessa Thompson requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 7.5 continuing education hours.
- **Fundamentals of Separating Real Property, Personal Property and Intangible Business Assets:** Maribelle Cushman requested CEH's for this seminar sponsored by North Star Chapter of the Appraisal Institute that was held on April 9 - 10, 2018 in Roseville, MN. The board's continuing education committee approved this request for 15 continuing education hours.
- **Litigation Appraising: Specialized Topics & Applications:** Maribelle Cushman requested CEH's for this seminar sponsored by North Star Chapter of the Appraisal Institute that will be held on July 30 – 31, 2018 in Roseville, MN. The board's continuing education committee approved this request for 16 continuing education hours.
- **MN Supervisory Appraiser/Trainee Appraiser:** Maribelle Cushman requested CEH's for this seminar sponsored by North Star Chapter of the Appraisal Institute that was held on February 16, 2018 in St. Paul, MN. The board's continuing education committee approved this request for 6 continuing education hours.
- **Quantitative Analysis:** Maribelle Cushman requested CEH's for this course sponsored by North Star Chapter of the Appraisal Institute that will be held on December 17 – 21, 2018 in Roseville, MN. The board's continuing education committee approved this request for 35 continuing education hours.
- **Real Estate Finance, Statistics and Valuation Modeling:** Maribelle Cushman requested CEH's for this seminar sponsored by North Star Chapter of the Appraisal Institute that will be held on June 7 - 8, 2018 in Roseville, MN. The board's continuing education committee approved this request for 15 continuing education hours.
- **Tour d' Real Estate: What Homeowners Want:** Vanessa Thompson requested CEH's for this seminar sponsored by Kaplan that was held on April 25, 2018 in Bloomington, MN. The board's continuing education committee approved this request for 7.5 continuing education hours.

Request for Continuing Education Hours

- **MAAO Summer Seminars – Commissioners Session:** John Leone requested the board revisit the 2 hours of continuing education credit for the Commissioners session at MAAO’s summer seminar. John was told a few years ago that it had to be informational to receive credit. John feels that assessors should receive credit for the session because it is informational; it provides legislation updates, which he feels, is important. The Commissioners session at MAAO Summer Seminars does not meet the board’s policy that all seminars must be at least 3 hours in length to receive continuing education hours. Dave Marhula made a motion to decline the request. Reed Heidelberg seconded the motion. The motion carried.

Request for Elective Licensure Courses:

Jackie Coulter, MAAO Education Coordinator requested the board review the following courses as equivalent to an elective course.

- **Fundamentals of Separating Real Property, Personal Property and Intangible Business Assets** (15 hours)
- **Litigation Appraising: Specialized Topics & Applications** (16 hours)
- **Real Estate Finance, Statistics and Valuation Modeling** (15 hours)
- **Quantitative Analysis** (35 hours)

Gary Amundson made a motion to approve the request. Joy Kanne seconded the motion. The motion carried.

Applications for Reinstatement of a Minnesota Assessor License

Name: Gregory Johnson

License Level: CMAS IQ

Jurisdiction: City of Brooklyn Park

Requirements for Reinstatement:

1. Assessment Laws & Procedures with Ethics
2. 40 hours of Continuing Education
3. Provided proof of licensure with a copy of his assessors license
4. Unable to provide proof of past employment history

Assessment experience: March 8, 2015

Note: Gregory Johnson has been out of the assessing business for over 10 years. His assessment experience for reinstatement was based on the board’s reinstatement policy which states reinstatement after 10 years is considered an initial assessor’s license.

Applications for Reinstatement of a Minnesota Assessor License

Name: Robert Meiers

License Level: CMA

Jurisdiction: None

Requirements for Reinstatement:

1. Assessment Laws & Procedures with Ethics
2. 40 hours of Continuing Education
3. Provided proof of licensure with a copy of his assessors license
4. Freeborn County provided proof of past employment history

Assessment experience: February 7, 2015

Note: Robert Meiers has been out of the assessing business for over 10 years. His assessment experience for reinstatement was based on his past employment at Freeborn County.

Name: Melisa A Rediske

Jurisdiction: Washington County

License Level: CMA IQ

Requirements for Reinstatement:

1. Assessment Laws & Procedures with Ethics
2. 40 hours of Continuing Education
3. Provided proof of licensure with a copy of her assessors license
4. Department of Revenue and Dakota County provided proof of past employment history

Assessment experience: August 22, 2012

Note: Melisa Rediske has been out of the assessing business for over 10 years. Her assessment experience for reinstatement was based on her past employment at the Department of Revenue and Dakota County.

Appointment with the Board

- **Form Report Update:** Pat Chapman, Form Report Grading Committee Chair, reviewed the feedback from the graders on the layout, common errors, and the three approaches to value from the submitted form reports. There has been a great deal of success since the form report template was introduced in 2014. Pat will review the Form Report list in June to reach out to the graders for those reports that did not pass the first time. The grader will reach out to the submitter to see if they need guidance on resubmitting the report.

Applications for Certified Minnesota Assessor

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

Debra Carter, Carlton County

Troy Halter, Ramsey County

Michael Heffernan, Not employed as an assessor at this time

James Hughes, Anoka County

Amy Kowalzek, Morrison County

Lori Olson, Faribault County

Brady Rauenhorst, Faribault County

Amy Scholtes, Faribault County

Timothy Swenson, Kittson County

Jeffery Wagner, Wabasha County

Charlie Blekre seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

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

Mason Couvier, St. Louis County

Joel Dulski, Otter Tail County – 2nd Interview

Jeffrey Faust, Hennepin County

Brett Hall, Hennepin County

Bonnie Lay, Pope County

Noah Mittlefehldt, Lake County

Brian Rosenau, Yellow Medicine County (effective April 6, 2018)

Alison Wall, Marshall County

Joshua Whitney, Hennepin County

David Marhula seconded the motion. The motion carried.

Gary Amundson made a motion to invite Kim Kirchoff and Cathleen Pastorius to return for a second oral interview. Reed Heidelberger seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor

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

Jon Hicks, City of Minneapolis

Reed Heidelberger seconded the motion. The motion carried.

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

Tom Nelson, Dakota County

David Marhula seconded the motion. The motion carried.

Discussion Items

- **MAAO LEAD Courses:** Would the board consider these courses as an elective for the AMA license? Reed Heidelberger made the motion to approve these courses as an elective course. Joy Kanne seconded the motion. The motion carried.
- **Signatures on Applications:** Should the person signing the application verifying assessment experience be a licensed assessor? Tabled for May meeting.
- **Assessment Experience:** How does the board define assessment experience? Tabled for May meeting.
- **Course Expectations:** Create expectations for courses. Tabled for May meeting.
- **Education Requirements for Licensing:** Review education requirements for each license level. Tabled for May meeting.
- **MAAO Committees:** What committees would be beneficial for a board member to be a part of? Tabled for May meeting.
- **Oral Interview:** Discuss purpose and objective statement. Tabled for May meeting.
- **Oral Interview Questions:** Review scoring rubric. Tabled for May meeting.

The chairperson set the next meeting date as Tuesday, May 15, 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. Charlie Blekre seconded the motion. The motion carried.

Gary Amundson made a motion to adjourn the meeting. Dave Marhula seconded the motion. The motion carried.