

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, May 15, 2018**

Chairperson Gregg Larson convened the meeting at 9:00am.

Board members in attendance:

Gary Amundson	Joy Kanne
Charlie Blekre	Gregg Larson
Andrea Fish	Dave Marhula
Jane Grossinger	Lori Schwendemann
Reed Heidelberger	

Minutes of the March 20, 2018 meeting were reviewed. Dave Marhula moved to approve the minutes. Charlie Blekre 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	1	0
July 1, 2017 – December 31, 2017	9	9	0	0
January 1, 2018 – May 15, 2018	13	9	3	1
Passed Reports (7/1/2013 – 5/15/2018)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
152	101	9	8	31

- **Rule Changes:** Kyle Gustafson received a letter from Minnesota Management & Budget on April 3, 2018 in regards to rule review for the Board of Assessors. Kyle forwarded the letter to the Governor’s office on April 4, 2018 so they have it, as they continue to review the proposed rule changes.

Updates (cont.)

- **September 18, 2018 Board Meeting:** The board agreed to change the meeting date to Thursday, September 13, 2018. The board's meeting schedule on the website has been updated.
- **MAAO LEAD Courses:** The LEAD courses approved, as an elective course at the March 20, 2018 board meeting will not become available until the format of the courses include a 1-hour exam.
- **AMA Waiver Exam Update from Joy Kanne:** Joy reported the AMA waiver comprehensive exam and application is complete. Assessors that are eligible to take the exam will be notified that registration to take the exam is available on July 2, 2018.
- **MAAO Curriculum & Assessor Standards Committee Update from Gary Amundson:** Gary reported that the committee is looking at setting up a face to face meeting to review the progress so far and discuss the next steps.

Approved Continuing Education Hours Requests

- **2018 Summer Seminars:** Kim Jensen requested CEH's for this conference that was held on May 23 – 24, 2018 in St. Cloud, MN sponsored by MAAO. The board's continuing education committee approved this request for 4 hours of continuing education hours for each seminar offered.
- **20th Annual Real Estate Trends Seminar (Residential & Commercial):** Ana Powers requested CEH's for this seminar that was held on May 10, 2018 in St. Paul, MN sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 8 hours of continuing education hours.
- **IAAO Annual Conference:** Michael Smerdon 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 10.5 continuing education hours for only specific sessions that Michael Smerdon attended.
- **Appraisal vs CMA – What's the Difference?:** Maribelle Cushman requested CEH's for this seminar that was held on April 26, 2018 in Bloomington, MN sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 3 hours of continuing education hours.
- **Residential & Commercial Valuation of Solar course:** Maribelle Cushman requested CEH's for this course that was held on April 19 - 20, 2018 in Fargo, ND sponsored by North Star Chapter of the Appraisal Institute & North Dakota Appraisers Association. The board's continuing education committee *denied* this request for 15 hours of continuing education hours. The consensus of the CEH committee was that solar systems are exempt and assessors do not value solar installation, not enough to grant credit
- **FHA Appraising for Valuation Professionals: FHA Single Family Housing Appraisal Requirements:** Ana Powers requested CEH's for this seminar that was held on June 18, 2018 in Edina, MN sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee *denied* this request for 7 hours of continuing education hours. This seminar does not have enough assessment related education to consider it for continuing education hours.

Applications for Certified Minnesota Assessor

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

Davi Bullerman, Nobles County (effective May 22, 2018)

Kimberly Kodet, Redwood County

Lisa Kunze, Clay County (effective July 1, 2018)

Mathew Malvin, Scott County

Andrea Fish seconded the motion. The motion carried.

Applications for Certified Minnesota Assessor Specialist

Gary Amundson made a motion to award the Accredited Minnesota Assessor license to the following individuals.

Darin Katzenmeyer, Local Assessor in Hubbard County

Derek Lunser, Koochiching County

Tracey Nelson, Koochiching County

Stephanie Promersberger, Koochiching County

Jane Grossinger seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

Dave Marhula made a motion to award the Accredited Minnesota Assessor license to **Brenda Vander Pol**, Renville County. Gary Amundson seconded the motion. The motion carried.

Andrea Fish made a motion to award the Accredited Minnesota Assessor license to **Kim Kirchoff**, Renville County (second interview). Lori Schwendemann seconded the motion. The motion carried.

Gary Amundson made a motion to award the Accredited Minnesota Assessor license to **Lisa Lindeman**, Carver County (second interview). Reed Heidelberger seconded the motion. The motion carried.

Reed Heidelberger made a motion to award the Accredited Minnesota Assessor license to **Tom Shoemaker**, Scott County (second interview). Jane Grossinger 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 individuals:

Braden Johnson, Hennepin County (effective June 3, 2018)

Ashlei Munneke, Hennepin County

Joy Kanne seconded the motion. The motion carried.

Jane Grossinger made a motion to award the Senior Accredited Minnesota Assessor license to **Andrew Brown**, Blue Earth County (effective July 1, 2018). Reed Heidelberger seconded the motion. The motion carried.

Appointment with the Board

Education Update: Jessi Glancey from the Department of Revenue and MAAO Curriculum Committee provided information on the future of reviewing curriculum and creating new courses. The rewrite of Mass Appraisal was contracted out, it went very well, and it is now owned by MAAO. The Curriculum Committee created a five-year plan to review licensure courses and determine which ones need to be rewritten or updated. Jessi provided a handout of the AMA Licensure Standards developed by the committee that will be used when reviewing courses to make sure courses are meeting the needs of the assessors. Jessi reported that PACE will be available this year but has a new look and feel. PACE will now be offered as a two-day course with an exam and will need to be taken in two parts, PACE 1 in 2018 and PACE 2 in 2019. The board also discussed the Minnesota Assessment Administration Course and the IAAO Administration Course. The board will review the IAAO course at the July meeting.-

Discussion Items

- **MAAO Committees:** It was determined by the board that they would not be replacing Brian Koester on the Conference Content Committee. The Assessor Development committee would be beneficial to have a board member on. Joy Kanne volunteered to be the board's representative on the Assessor Development committee, she will contact MAAO.
- **Trainee Registration:** The board strongly feels that all counties should be tracking part-time/student interns that work as a data collectors for assessment experience purposes. Need to track them to help define experience and the work they are doing to meet the 3-year experience law.
- **Reinstatement & PACE:** The PACE 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 PACE course to apply to both cycles.

Andrea Fish made a motion to adopt the changes to the continuing education requirements for reinstatement. Dave Marhula seconded the motion. The motion carried.

- **Oral Interview Purpose & Objective Statement:** The board finalized the mission statement. It will be sent out via email to the board members for a final review.
- **Oral Interview Questions:** The board discussed creating a scoring rubric for the oral interview questions. Andrea Fish and Bobbi Spencer will pick three questions and add the scoring rubric for board members to review at the July meeting.
- **Signatures on Applications:** Should the person signing the application verifying assessment experience be a licensed assessor? Tabled for July meeting.
- **Assessment Experience:** How does the board define assessment experience? Tabled for July meeting.
- **Education Requirements for Licensing:** Review education requirements for each license level. Tabled for July meeting
- **Course Expectations:** Create expectations for courses. Tabled for July meeting.
- **Jurisdictional License Level List:** Discuss the future in 2022 will the Jurisdictional License Level list change when everyone has to be an AMA. Tabled for July meeting.

The chairperson set the next meeting date as Tuesday, July 17, 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. Jane Grossinger seconded the motion. The motion carried.

Charlie Blekre made a motion to adjourn the meeting. Dave Marhula seconded the motion. The motion carried.