

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, July 17, 2018**

Chairperson Gregg Larson convened the meeting at 9:15am.

Board members in attendance:

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

Agenda for the July 17, 2018 meeting were reviewed. Reed Heidelberger moved to approve the agenda. Charlie Blekre seconded the motion. The motion carried.

Minutes of the May 15, 2018 meeting were reviewed. Dave Marhula 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	1	0
July 1, 2017 – December 31, 2017	9	9	0	0
January 1, 2018 – June 30, 2018	18	14	3	0
July 1, 2018 – July 17, 2018	4	0	1	3
Passed Reports (7/1/2013 – 5/15/2018)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
169	101	9	8	34

- On Friday, June 22, 2018, an email was sent out to 85 assessors reminding them to renew their licenses. As of to date 64 assessors have not renewed their license.
- On Monday, July 3, 2018, an email went out to all licensed assessors requesting they participate in a survey about their experience on the new Assessors Licensing System. The results from the survey will be presented at the September board meeting.
- **Rule Changes:** Kyle Gustafson received the Governor's Office approval to move forward with publishing the board's intent to adopt the rules changes on June 8, 2018. We are now waiting for the Revisor's Office to provide the final version of the proposed changes.
- **AMA Waiver Exam Update from Joy Kanne:** The exam was reviewed after revisions were made and it was pretested by a couple assessors. The exam went live on July 2, 2018 and assessors who qualify to take the exam were notified. No one has applied to take the exam at this time.
- **MAAO Curriculum & Assessor Standards Committee Update from Gary Amundson:** Standards are coming along, working on the soft skills, technical and construction subjects.

Approved Continuing Education Hours Requests

- **2018 MAAP Summer Workshop:** Melonie Flaws requested CEH's for this course that will be held on August 16 - 17, 2018 in Duluth, MN sponsored by MAAP. The board's continuing education committee approved this request for 10 continuing education hours.
- **Intermediate Income Approach Case Studies for Commercial Appraisers:** Vanessa Thompson requested CEH's for this course that is available online sponsored by McKissock. The board's continuing education committee approved this request for 4 continuing education hours.
- **Intro to Commercial Appraising:** Shawn Halligan requested CEH's for this course that will be held on August 10, 2018 in St. Paul, MN sponsored by Brightwood Career Institute/Kaplan. The board's continuing education committee approved this request for 7.5 continuing education hours.
- **Land Valuation:** Stan Moellers requested CEH's for this course that will be held on December 11 - 12, 2018 in St. Peter, MN sponsored by Vanguard, Inc. The board's continuing education committee approved this request for 12 continuing education hours.
- **PACE 1:** Jessi Glancey requested CEH's for this course that is being held throughout the State multiple times in 2018 sponsored by the Department of Revenue. The board's continuing education committee approved this request for 15 continuing education hours (includes 1-hour exam).
- **Review Theory - General:** Janene Hebert requested CEH's for this course that was held on March 17, 2017 in Tampa, FL sponsored by the Appraisal Institute. The board's continuing education committee approved this request for 33 continuing education hours.

Review IAAO Assessment Administration Course

The board reviewed the most current IAAO Assessment Administration course to determine if it would qualify as an option for the required Assessment Administration course. It was determined that the IAAO course does provide enough material to consider it as an alternate course. Andrea Fish made a motion to approve the IAAO Assessment Administration as a qualifying course. Lori Schwendemann seconded the motion. The motion carried.

Applications for Certified Minnesota Assessor

Gary Amundson made a motion to award the Certified Minnesota Assessor license to the following individual.

Patricia Flaa, Polk County (effective July 24, 2018)

Jane Grossinger seconded the motion. The motion carried.

Application for Certified Minnesota Assessor Specialist

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

Wesley Hegna, Local Assessor in Becker, Beltrami & Hubbard Counties

Dave Marhula 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 individual.

Ali Fox, Dakota County

Lori Schwendemann seconded the motion. The motion carried.

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

Michelle Nelson, Red Lake County

Charlie Blekre seconded the motion. The motion failed with five nays. The request is denied.

Michelle Nelson will be sent a letter inviting her to return for a second oral interview.

Application for Senior Accredited Minnesota Assessor

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

Joe Tschida, Pope County

Lori Schwendemann seconded the motion. The motion carried.

Discussion Items

- **Mission Statement:** The board reviewed the revised mission statement. Andrea Fish made a motion to approve the mission statement as amended. Joy Kanne seconded the motion. The motion carried.
- **AMA Comprehensive Exam Waiver:** The board will create a letter to acknowledge those assessors that complete and pass the exam. A column will be added to the assessors list, posted on the board's website, to indicate the assessor has been granted the AMA waiver.
- **MAAO Education Committee/Conference Content:** The board discussed the role of a board member being a part of this committee and decided there were other options to stay connected with the committee without having a board member as part of the committee. An email will be sent to Janelle Disrud with the board's alternative ways to meet the goals of the committee and the board
- **Oral Interview Questions:** Andrea Fish explained the process she and Joy Kanne discussed when they met to review the oral interview questions. Andrea will send the list of new oral interview questions to the board for review to be discussed at the September 13, 2018 board meeting.
- **Assessment Experience:** After much discussion the board decided that a proposal for a timeline of experience for all employment involved in assessment experience needed to be written. Gary Amundson, Andrea Fish, Jane Grossinger & Lori Schwendemann volunteered to create the timeline. They will present the proposal to the board at the September 13, 2018 board meeting.
- **Signatures on Applications:** Should the person signing the application verifying assessment experience be a licensed assessor? Tabled until September meeting.
- **Education Requirements for Licensing:** Review education requirements for each license level. Tabled for future meeting.
- **Course Expectations:** Create expectations for courses. Tabled for future meeting.
- **Jurisdictional License Level List:** Discuss the future of the Jurisdictional License Level list. Tabled for future meeting.

The chairperson set the next meeting date as Thursday, September 13, 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.

Dave Marhula made a motion to adjourn the meeting. Andrea Fish seconded the motion. The motion carried.