

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Thursday, September 13, 2018**

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

Board members in attendance:

Gary Amundson	Reed Heidelbergger
Charlie Blekre	Joy Kanne
Andrea Fish	Gregg Larson
Jane Grossinger	Lori Schwendemann

Dave Marhula was unable to attend.

Agenda for the September 13, 2018 meeting were reviewed. Gary Amundson moved to approve the agenda. Reed Heidelbergger seconded the motion. The motion carried.

Minutes of the July 17, 2018 meeting were reviewed. Andrea Fish 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 – June 30, 2018	18	14	2	0
July 1, 2018 – September 13, 2018	8	5	1	2
Passed Reports (7/1/2013 – 9/13/2018)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
158	102	9	8	37

- **Form Report – Second Grading Update:** Patrick Chapman sent an email offering assistance to the two assessors that have not turned in their form report for a second grading. It has been over a year since they received the first grading.
- **Rule Changes:** Kyle Gustafson’s latest rule change update “We are ready to move ahead with publishing the Notice of Intent to Adopt Rules for the Board of Assessors rule changes. This will be what is called a ‘dual notice,’ in which we will indicate that the Board will adopt the rules changes without a hearing, unless 25 or more people request a hearing. We are also asking the Office of Administrative Hearings to approve our additional notice plan, under which the Board proposes to send the rule changes and the Notice of Intent to Adopt Rules to all assessors currently licensed by the Board.”
- **Assessor Licensing System Survey Results:** 246 assessors took part in the assessors licensing system survey. Overall, the results are very positive.
- **PACE Course Update from Gregg Larson:** Gregg Larson reported that the course was well done and all of the presenters were very well prepared.
- **MAAO Curriculum & Assessor Standards Committee Update from Gary Amundson:** Gary Amundson reported that the committee is scheduling a meeting in October. More to come in November.

Approved Continuing Education Hours Requests

- **2018 IAAO Annual Conference:** Patrick Todd requested CEH’s for this conference being held on September 23 – 26, 2018 in Minneapolis, MN sponsored by IAAO. The board’s continuing education committee approved this request for 1 to 1.5 continuing education hours for each of the 84 seminars being offered. Per the board’s continuing education policy a minimum of 3 hours is required to receive continuing education hours.
- **2018 MAAO Fall Conference:** Tami Paulson requested CEH’s for this conference being held on September 11 – 13, 2018 in St. Cloud, MN sponsored by MAAO. The board’s continuing education committee approved this request for 4 continuing education hours for each of the 4 seminars being offered.
- **Charitable, Non-Profit & Religious Facilities Summit:** David Kasperson requested CEH’s for this summit that was held on August 10, 2018 in Golden Valley, MN sponsored by Minnesota Real Estate Journal. After seeking input from all board members, the CEH committee *denied* this request for 4 hours of continuing education. This summit does not have enough relevant assessment instructions to consider it for continuing education hours.
- **Legal Description Workshop:** Mandy Landkamer requested CEH’s for this workshop that will be held on October 24 - 25, 2018 in St. Peter, MN sponsored by The Sidwell Company. The board’s continuing education committee approved this request for 16 continuing education hours.

Approved Continuing Education Hours Requests

- **Credible Cost Approach:** Jon Ulman requested CEH's for this seminar that was held on August 28, 2018 in Bloomington, MN sponsored by Kaplan Professional Schools. The board's continuing education committee approved this request for 8 continuing education hours.
- **Making the Transition from Staff to Supervisor:** Wesly Oian requested CEH's for this course that was held on September 11, 2017 in Bemidji, MN sponsored by Fred Pryor Learning Solutions, Inc. The board's continuing education committee approved this request for 6 continuing education hours.
- **Rochester Real Estate Development & Investment Summit:** Ryan Kraft requested CEH's for this summit that will be held on October 12, 2018 in Rochester, MN sponsored by MN Real Estate Journal. The board's continuing education committee *denied* this request for 4 continuing education hours. This summit does not have enough assessment related education to consider it for continuing education hours.
- **Vanguard User Group Meeting:** Teresa Ellerby requested CEH's for this meeting that will be held on October 17 – 18, 2018 in St. Cloud, MN sponsored by Vanguard Appraisals, Inc. The board's continuing education committee approved this request for 10 continuing education hours.

Request for Elective Licensure Courses:

Jackie Coulter, MAAO Education Coordinator is requesting the board review the Valuation of Conservation Easements and Other Partial Interests in Real Estate course sponsored by American Society of Farm Managers and Rural Appraisers (ASFMRA) as equivalent to an elective course.

Note: This course is a 22-hour course with a 2-hour exam. If someone were to take this course they would still need to take another 15-hour course to meet the required 30 hours to complete the elective course.

Reed Heidelberger made a motion to approve the Valuation of Conservation Easements and Other Partial Interests in Real Estate course as a ½ elective licensure course. Jane Grossinger seconded the motion. The motion carried

Applications for Certified Minnesota Assessor

Andrea Fish made a motion to award the Certified Minnesota Assessor license to the following individuals.

Emmanuel Adeniran, Ramsey County
Matthew Ammerman, Dakota County
Theodore Anderson, Anoka County
Chris Baumberger, Murray County
Ron Bushbaum, St. Louis County
Cassidy Callies, Hennepin County
Angela DeBoer, Martin County
Alexis D'Valle, Dakota County
Kathleen Elson, Roseau County
Mark Fritz, Scott County
Jacob Fronden, City of Brooklyn Park
Stephanie Gordon, Freeborn County
Robert Hall, Crow Wing County
Kerri Heim, Chippewa County
Scott Hemmesch, Stearns County
Kathy Howard, Roseau County
Mitchell King, Hennepin County
Samantha Kral, Sibley County
Lucas Onstad, Houston County (September 14, 2018)
Jonathan Packer, Ramsey County
Ann Phillips, City of St. Cloud
Michelle Quinn, Houston County
Chris Rengstorf, Stevens County (September 18, 2018)
David Sitek, Ramsey County
Karen Skoog, Local Assessor in Becker County
Scott Soderman, Isanti County
Joey Sullivan, Wabasha County
Melissa Weston, Nicollet County
Michael Wirth, Swift County
Korina Woinarowicz, Marshall County
Joe Wulfing, City of Brooklyn Park

Joy Kanne 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.

Heather Bruley, Polk County

Jane Grossinger seconded the motion. The motion carried.

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

Jeff Sehr, Rock County

Andrea Fish seconded the motion. The motion carried.

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

Candice Lahann, Mower County

Lori Schwendemann seconded the motion. The motion carried.

Note: Joy Kanne excused herself from the interview with Candice Lahann since they both work for Mower County.

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

Dawn Swisher, Otter Tail County

Gary Amundson seconded the motion. The motion carried.

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

Craig Walquist, City of Minneapolis

Joy Kanne seconded the motion. The motion carried.

Charlie Blekre made a motion to award the Accredited Minnesota Assessor license to the following individual.

Brian Folden, Wadena County

Jane Grossinger seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor

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

Erin Benoit, City of Minneapolis

Scott deLambert, Hennepin County (effective September 20, 2018)

A Thor, City of St. Cloud

Andrea Fish seconded the motion. The motion carried.

Discussion Items

- **Oral Interview Questions:** Three of the new version of questions were reviewed by the board. Discussed the scoring process and that the other questions will be reviewed at a future meeting.
- **Assessment Experience:** The board reviewed the suggested approaches on how to determine assessment experience. Andrea Fish made a motion that for some individuals who do not physically view properties for property tax purposes, there is no time limit where they need initial license. They can apply for a license at any time. The board will review those applications on a case-by-case basis, and may also develop criteria to determine whether the experience is sufficient for one year of experience for a CMA license. Reed Heidelberger seconded the motion. The motion carried.

Three board members will work on creating a list of various methods of property tax administration and present to the board at the next meeting. The purpose of this discussion will be to address the types of property tax work that qualifies as assessment experience in order for a candidate to have one year experience for an initial license.

- **Real Estate Agent & Assessment Experience:** The board will work on developing guidelines (described above) that will help determine whether/how much assessment experience a real estate agent would be considered to have.
- **Assessors with too many parcels:** There are concerns that some assessors are taking on too many parcels. The board does not have any right to specify a number of parcels; the responsibility falls on the County Assessor. The County Assessor should monitor the assessor very closely, contact the township board if any discrepancies start appearing with the work that is turned in.
- **Signatures on Applications:** The board discussed whose signature should be on the employment verification for submitted applications. Jane Grossinger made the motion that signatures on the application must be a licensed assessor verifying assessment experience. Lori Schwendemann seconded the motion. The motion carried.

Discussion Items (cont.)

- **Continuing Education Requirements:** Andrea Fish made a suggestion that at the next licensing cycle allowing 1 hour courses/seminars for continuing education hours. Reed Heidelberger made a motion to accept continuing education requests for a one-hour minimum or more if the course was provided by one of the sponsoring organization listed on the board's website beginning with the next licensing cycle on July 1, 2020. Andrea Fish seconded the motion. The motion carried.

The chairperson set the next meeting date as Tuesday, November 20, 2018 at the St. Michael City Center in St. Michael at 9:00 am.

Andrea Fish made a motion to pay the expenses for the meeting. Reed Heidelberger seconded the motion. The motion carried.

Charlie Blekre made a motion to adjourn the meeting. Reed Heidelberger seconded the motion. The motion carried.