

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

Jon Klockziem, Director of the Property Tax Division at the Department of Revenue, presented Dave Marhula with certificates of recognition from the Governor and Commissioner of Revenue for his retirement from the board.

Agenda for the November 20, 2018 meeting were reviewed. Charlie Blekre moved to approve the agenda. Andrea Fish seconded the motion. The motion carried.

Minutes of the September 13, 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	2	0
July 1, 2018 – November 20, 2018	10	7	2	1
Passed Reports (7/1/2013 – 11/20/2018)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
158	107	9	7	35

Updates (cont.)

- **Interview Questions:** Changes that were made at the September board meeting have been updated on both documents (board & candidates) of the interview questions.
- **Board Manual:** Changes to the policies created and revised at September board meeting have been updated in the board's manual. The revised policies have been posted on the website.
- **MAAO Website:** Board members who do not have access to the MAAO website were given logins.
- **Rule Changes:** The Notice of Intent to Adopt Rules is moving forward. An email with all of the details was sent out on Monday, November 19, 2018 to all licensed assessors.
- **IAAO Online Course:** IAAO Course 331 - Mass Appraisal Practices & Procedures is now being offered online. The online option for this course has been added to the board's approved licensure course list as an elective.
- **MAAO Conference Content Committee update from Jane Grossinger:** Jane provided feedback and insights on her visit to the Conference Content Committee. At the fall meeting, everyone brainstorms about course ideas. There was discussion about safety training for assessors, which is something Jane can bring to the board prior to the request being submitted.
- **MAAO Education Committee update from Gary Amundson:** Gary, Jessi Glancey and Joy Kanne have made great progress on the standards. The Standards are being reviewed by a few assessors and then they will be presented to MAAO Executive board for review.

Request for Elective Course Approval

LEAD - Leading by Example when Managing Others and Work: Jackie Coulter requested the board review this course as an elective. Because this course has 14 hours of instruction with a 1 hour exam it will be considered as a half elective course. MAAO will be offering this half elective course in October 2019. Gary Amundson moved to approve the LEAD - Leading by Example when Managing Others and Work course as a ½ Elective course. Reed Heidelberger seconded the motion. The motion carried.

LEAD – Conflict Management and Developing Leadership Skills: Jackie Coulter is requesting the board review this course as an elective. Because this course has 14 hours of instruction with a 1 hour exam it will be considered as a half elective course. MAAO will be offering this half elective course in October 2019. Gary Amundson moved to approve the LEAD – Conflict Management and Developing Leadership Skills course as a ½ Elective course. Reed Heidelberger seconded the motion. The motion carried.

Request for Elective Course Approval (cont.)

Basic Ag 101: Jackie Coulter resubmitted the MAAO's Basic Ag course for approval as an elective course. Previously there was an optional field trip the evening of the first day of the course to a modern Dairy Farm. The Instructors and the Ag Committee felt that the tour of this facility was very beneficial especially since they view pictures and discuss it the following day that they wanted to try to include it as part of the course so that the entire class would attend. Therefore, they have removed a couple of sections to allow time for the field trip/tour in the first afternoon. The board does not allow travel time each way to the farm as part of the 15 hours and the times have been adjusted appropriately. Because this course has 14 hours of instruction with a 1 hour exam it will be considered as a half elective course. MAAO will be offering this half elective course in June 2019. Andrea Fish moved to approve the Basic Ag 101 course as a ½ Elective course. Reed Heidelberger seconded the motion. The motion carried.

Residential Report Writing and Case Studies: McKissock Learning offers this online course and because this course has 14 hours of instruction with a 1 hour proctored exam it will be considered as a half elective course. Andrea Fish moved to approve the Residential Report Writing and Case Studies course as a ½ Elective course. Gary Amundson 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.

Matthew Bye, City of Minneapolis

Mitch Douglas, Wright County

Dilan Gastecki, Sherburne County

Alyssa Gustafson, Kittson County

Jennifer Koskela, Kittson County

Patricia Pechan, Todd County

Perry Ponshock, St. Louis County

Ryan Sauve, St. Louis County

James Shanley, Minnesota Department of Revenue

Cari Westphal, Crow Wing County

Jane Grossinger seconded the motion. The motion carried.

Applications for Accredited Minnesota Assessor

Andrea Fish made a motion to award the Accredited Minnesota Assessor license to the following individual.

Sandra Ehrich, Crow Wing County

Reed Heidelberger seconded the motion. The motion carried.

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

Melanie Putz, City of Minnetonka

Reed Heidelberger seconded the motion. The motion carried.

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

Mark Fritz, Scott County

Charlie Blekre seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor

Andrea Fish made a motion to award the Senior Accredited Minnesota Assessor license to the following individuals:

Nathan Aakre, City of Moorhead (effective December 16, 2018)

Tyler Diersen, Steele County

Brian Folden, Wadena County

Alison Fox, Dakota County

Jennifer Halverson, Kandiyohi County

Kathryn Korte, Stearns County

Judy Lazar, Ramsey County

Jeanne Runge, Dakota County

Kent Smith, City of Bloomington

Lori Schwendemann seconded the motion. The motion carried.

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

Regina Buchanan, City of Minneapolis

Jane Grossinger seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor (cont.)

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

Michelle Nelson, Red Lake County

Reed Heidelberger seconded the motion. The motion carried.

Reed Heidelberger made a motion to invite Karla Ambrose to return for a second oral interview. Gary Amundson seconded the motion. The motion carried.

Appointments with the Board

Michael Wacker, MAAO Steering Committee Chair discussed the options for a State Board of Assessors board member become a member of the MAAO Conference Content Committees. After much discussion the board made a commitment to have some sort of board presence at the brain storming meeting in the fall. The board expressed a commitment to intentional dialogue even if presence at committee meetings is not possible. At the meetings, the board can provide guidance to the committee to ensure assessment content; can provide mutual awareness of the intent of seminars; will be more aware of recurring issues where education could help; and can help make sure that the content is high quality. The board also welcomes a member from the committee to attend their board meetings with any concerns about education courses. Lori Schwendemann made a motion that the Board of Assessors will commit to a presence of some sort at the committee meetings (either a board member or a delegate; in person or via teleconference), and to invite the chair of the committee to the board meeting that immediately follows the brainstorming meeting. Dave Marhula seconded the motion. The motion carried. After the meeting, an email was sent to Michael Wacker with the board's final decision.

Discussion Items

- **Proposed 2019 Board Meeting Schedule:** The board reviewed the proposed 2019 Board Meeting schedule. Andrea Fish made a motion to approve the 2019 Board Meeting schedule as presented. Reed Heidelberger seconded the motion. The motion carried.
- **Oral Interview Questions:** The board reviewed and discussed another question of the new version. The balance of the questions will be reviewed at a future meetings.
- **Assessment Experience:** Review the list of various methods of property tax administration. Tabled for future meeting.

The chairperson set the next meeting date as Tuesday, January 15, 2019 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. Reed Heidelberger seconded the motion. The motion carried.