

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, March 12, 2019**

Chairperson Gregg Larson convened the meeting at 8:30am.

Board members in attendance:

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

Introduction of new Board member, Mike Reed.

Agenda for the March 12, 2019 meeting were reviewed. Reed Heidelberger moved to approve the agenda. Charlie Blekre seconded the motion. The motion carried.

Minutes of the January 15, 2019 meeting were reviewed. Joy Kanne moved to approve the minutes. Reed Heidelberger seconded the motion. The motion carried.

Closed Minutes of the January 15, 2019 meeting were reviewed. Reed Heidelberger moved to approve the minutes as amended. Jane Grossinger 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	18	1	0
July 1, 2017 – December 31, 2017	9	9	0	0
January 1, 2018 – June 30, 2018	18	16	2	0
July 1, 2018 – December 31, 2018	11	8	3	0
January 1, 2019 – March 12, 2019	8	3	1	4
Passed Reports (7/1/2013 – 03/12/2018)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
171	114	11	6	32

- **Board Manuals:** Policy pages were updated with new experience policy, pages 6 & 9.
- **May Board Meeting:** The board decided to have their Tuesday, May 21, 2019 board meeting at the Holiday Inn in St. Cloud.
- **Disciplinary Actions:** Starting as of the current licensing cycle, the board will publish all board-approved disciplinary actions on the board's home page on the website.
- **MAAO Education Committee update from Gary Amundson:** Gary Amundson stated that Jessi Glancey will provide all of the education committee updates at 10:00am.

Approved Continuing Education Hours Requests

- **2019 Annual Residential Real Estate Summit:** Julie Gustafson requested CEH's for this summit that will be held on April 5, 2019 in Golden Valley, MN sponsored by Minnesota Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **Income Approach Case Studies for Commercial Appraisal:** Chris Bennett requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 4 continuing education hours.
- **Legal Description Training:** Amy McDonnell requested CEH's for this training seminar that will be held on March 13, 2019 in Moorhead, MN sponsored by Pro-West & Associates, Inc. The board's continuing education committee approved this request for 7 continuing education hours.
- **PACE 2:** Jessi Glancey requested CEH's for this course that will be held on multiple dates in 2019 and in various locations in Minnesota sponsored by Minnesota Department of Revenue. The board's continuing education committee approved this request for 15 continuing education hours.
- **Solving Land Valuation Puzzlers:** Brett Hall requested CEH's for this course that will be held on multiple dates in 2019 and in various locations in Minnesota sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **The Valuation of Craft Breweries:** Brett Hall requested CEH's for this seminar that will be held sometime in March 2019 in Minneapolis, MN sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 4 continuing education hours.
- **Valuation by Comparison, Residential Analysis & Logic:** Brett Hall requested CEH's for this course that will be held on multiple dates in 2019 and in various locations in Minnesota sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.

Request for Continuing Education Hours

- **Property Tax Appeals in Minnesota - 2019 Update:** Michael Wedl requested CEH's for this seminar that was held on March 6, 2019 in Minneapolis, MN sponsored by the Minnesota Continuing Legal Education (CLE). The board approved this request for 6.5 hours of continuing education hours.

Applications for Certified Minnesota Assessor

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

John Egan, Carver County
Jonathan Graves, Blue Earth County
Haley Panka, Lincoln County
Sarah Running, Crow Wing County

Lori Schwendemann 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.

Greg Hawkinson, Not working as an assessor at this time

Mike Reed seconded the motion. The motion carried.

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

Meggie Munsterman, Watonwan County

Lori Schwendemann seconded the motion. The motion carried.

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

Jake Packer, City of Brooklyn Park

Charlie Blekre seconded the motion. The motion carried.

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

Patrick Maghrak, City of Fridley

Joy Kanne seconded the motion. The motion carried.

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

Randy DeJong, City of Maple Grove

Lori Schwendemann seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor

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

Karla Ambrose, Cottonwood County

Gary Amundson seconded the motion. The motion carried.

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

Joseph Mako, Hennepin County

Gary Amundson seconded the motion. The motion carried.

Appointment with the Board

Education Update: Jessi Glancey, from the Department of Revenue and MAAO Curriculum Committee, and Josh Hoogland, Assistant Director of Assessment & Classifications at the Department of Revenue updated the board on courses, development of new courses and shared the updated version of the AMA Standards. The curriculum committee will begin working on the development of the assessor standards for CMA and SAMA licensure levels. The goal is to launch the CMA, AMA, & SAMA assessor standards at the 2019 MAAO Fall Conference. The committee will work closely with MAAO, the State Board of Assessors, and DOR as they finalize the project. The Curriculum Committee is also working with the MAAO Ag & Residential Committees on development of two elective courses: Advanced Ag & Residential 101. Those courses are projected to be offered in 2020.

Discussion Items

- **PACE & Ethics Course:** The board reviewed the future law change proposal for PACE & Ethics courses to shorten the 30 hour PACE course and possibly offer Ethics online.
- **Licensure Courses:** The board agreed to review and approve licensure courses via email. The board reviewed the Appraisal Principle courses, and it was decided that Andrea Fish would use the standards to review this course and create expectations and objectives. The board will review Andrea's conclusions at the May 21, 2019 board meeting.
- **Assessment Experience:** The board reviewed the final version of the First Year Exposure check list. It was decided by the board that a Real Estate License does not have any equivalency to assessment experience.
- **Compatibility of Offices:** All of the elected and appointed positions presented to the board were approved and will be posted on the website.
- **Board Complaint Procedures:** The board discussed the future of the complaint process with the Department of Revenue.

Discussion Items (cont.)

- **Newsletter Ideas:** All of the newsletter ideas were accepted by the board. A newsletter will be sent out to all of the active assessors sometime in April.
- **Oral Interview Questions:** The board reviewed the new oral interview questions and it was decided that after the rule changes are adopted that the new questions will be used for the SAMA oral interviews.

The chairperson set the next meeting date as Tuesday, May 21, 2019 at the Holiday Inn in St. Cloud, MN at 8:30 am.

Mike Reed 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.