

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, July 16, 2019**

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

Board members in attendance:

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

Andrea Fish was unable to attend.

Agenda for the July 16, 2019 meeting was reviewed. Reed Heidelberger moved to approve the agenda. Jane Grossinger seconded the motion. The motion carried.

Minutes of the May 21, 2019 meeting were reviewed. Gary Amundson moved to approve the minutes. Mike Reed seconded the motion. The motion carried.

Closed Minutes of the May 21, 2019 meeting were reviewed. Reed Heidelberger moved to approve the minutes with changes. Joy Kanne 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– December 31, 2014	26	26	0	0
January 1, 2015 – December 31, 2015	33	32	1	0
January 1, 2016 – December 31, 2016	59	58	1	0
January 1, 2017 – December 31, 2017	27	26	1	0
January 1, 2018 – December 31, 2018	26	24	2	0
January 1, 2019 – July 12, 2019	13	10	3	0
Passed Reports (7/1/2013 – 07/12/2019)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
182	123	12	5	25

Updates (cont.)

- **Unlicensed Assessors:** As of July 1, 2019 there were 90 assessors that did not renew their license by June 30, 2019. Out of those 90 assessors there were 2 County Assessors that did not have valid licenses on July 1, 2019. The Department of Revenue sent out an email on July 11, 2019 to all of the County Assessors with a list of assessors that had not renewed as of July 1, 2019.
- **MAAO Education Committee update from Gary Amundson:** Gary reported there were no recent meetings, the committee is working on soft skills for the standards and are getting them ready to launch at the Fall Conference.

Approved Continuing Education Hours Requests

- **21st Annual Real Estate Trends Seminars – Residential & Commercial:** Alex Hazard requested CEH's for these seminars held on June 6, 2019 in St. Paul, MN sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 8 continuing education hours.
- **49th Annual Wichita Program:** Holly Soderbeck requested CEH's for this conference that was held on July 29 – August 1, 2019 in Wichita, Kansas sponsored by Wichita State University. The board's continuing education committee approved this request for 20 continuing education hours.
- **MAAP 2019 Summer Workshop:** Samantha Erpelding requested CEH's for this workshop that was held on August 15 - 16, 2019 in Willmar, MN sponsored by Minnesota Association of Assessment Personnel (MAAP). The board's continuing education committee approved this request for 10 continuing education hours.
- **NAPPI Personal Safety Training:** Kathryn Frette requested CEH's for this training that was held on June 6, 2019 in Olmsted County, MN sponsored by Non-Abusive Psychological and Physical Intervention (NAPPI). The board's continuing education committee approved this request for 4 continuing education hours.

Denied Continuing Education Hours Requests

- **Evaluations, Desktops & Other Limited Scope Appraisals:** Stephanie Nyhus requested CEH's for this online course sponsored by McKissock. The board's continuing education committee denied this request for 4 continuing education hours. The consensus of the CEH committee was that this seminar did not have enough assessment related education to consider it for continuing education.

Request for Licensure Course

Zachary Mahan is requesting the board to review the General Appraisal Income Approach course sponsored by McKissock to be considered as equivalent to a Licensure course. After the board reviewed the materials it was decided that more information was needed. Reed Heidelberger made a motion to table this request until more details could be provided. Charlie Blekre 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 individuals.

Jason Borman, St. Louis County
Brett Fellbaum, Morrison County
Christian Huskey, City of Brooklyn Park
Robert Semaan, St. Louis County
Christopher Theissen, City of Minneapolis

Jane Grossinger seconded the motion. The motion carried.

Applications for Temporary Minnesota Assessor

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

Ryan Herlofsky, Hennepin County

Reed Heidelberger seconded the motion. The motion carried.

Application for Accredited Minnesota Assessor

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

Traci Balder, Local Assessor in Benton County
Matt DeFlorin, Dakota County
Wendy Iverson, Dodge County
Henry Ndawula, Washington County
Renee Thorpe, Mower County
William Toelke, Dakota County

Mike Reed 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.

Tim Bulger, Scott County
Wesley Hanson, Hennepin County
Patrick Maghrak, City of Fridley

Reed Heidelberger seconded the motion. The motion carried.

Discussion Items

- **Prohibited Assignments:** After much discussion regarding what types of appraisal work are considered “prohibited assignments” when requested by the assessor’s employing jurisdiction, the board decided to seek legal advice from the Department of Revenue to determine how to guide assessors.
- **Licensure and training of new assessors:** A memo was drafted to remind county assessors of the best practices when guiding new assessors in their offices through the licensing process. Reed Heidelberger made a motion to send the memo to all licensed assessors. Jane Grossinger seconded the motion. The motion carried.
- **Licensure Course vs CEH only:** The board reviewed the Valuation of Conversation Easements & Other Partial Interests in Real Estate course details and took into consideration the feedback provided by assessors who attended the class. Reed Heidelberger made a motion to move the course to continuing education only, with the stipulation that it will count as an elective for those that took it on June 12 – 14, 2019. Gary Amundson seconded the motion. The motion carried.
- **Proposed Complaint Procedures:** Gregg Larson went over the most recent changes to the complaint procedures. The board decided to have the Department of Revenue review the procedures and get their feedback before making a motion to accept.
- **Complaint Committee Member:** Per the motion at the May, 21, 2019 board meeting, a third person will be added to the complaint committee and must be a licensed assessor. Tabled until September meeting.
- **Rule Changes:** The board went over a few changes to the rules, the discussion will continue at the September meeting.

The chairperson set the next meeting date as Tuesday, September 10, 2019 at the St. Michael City Center in St. Michael, MN at 8:30 am.

Joy Kanne made a motion to pay the expenses for the meeting. Lori Schwendemann seconded the motion. The motion carried.

Jane Grossinger made a motion to adjourn the meeting. Mike Reed seconded the motion. The motion carried.