

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, September 10, 2019**

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

Board members in attendance:

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

Charlie Blekre was unable to attend.

Agenda for the September 10, 2019 meeting was reviewed. Andrea Fish moved to approve the agenda. Lori Schwendemann seconded the motion. The motion carried.

Minutes of the July 16, 2019 meeting were reviewed. Andrea Fish 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– 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	24	19	3	2
Passed Reports (7/1/2013 – 07/12/2019)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
190	126	12	5	40

- **Best Practices Memo:** A memo on the board's recommendations for a path to licensure was sent out via email to all licensed assessors on August 1, 2019.
- **Late Renewal Letters:** Letters were mailed on August 28, 2019 to 13 assessors and to the county administrators and county assessors where the assessors are employed.
- **Complaint Summary:** The Department of Revenue provided a summary of complaints: seven had been received since the board's May meeting, three were closed, and five remained active from previous years (the total of open investigations is 9).
- **FY 2017 – 2018 Biennial Report:** At the July 16, 2019 board meeting, the board requested that a copy of the most recent biennial report be brought to the next meeting.
- **Big Picture with Education:** The board read the positive feedback about a recent course written and taught by the Department of Revenue. It's not too often that the board receives any feedback about education, it was good to hear that a positive change in education is happening for the assessors.

Approved Continuing Education Hours Requests

- **Annual Fall Conference:** Jean Popp requested CEH's for this conference that will be held on September 29 – October 2, 2019 in Cohasset, MN sponsored by MAAO. The board's continuing education committee approved this request for 4 continuing education hours for each of the 5 seminars.
- **Leadership, Team-Building and Coaching Skills for Managers & Supervisors:** Wes Oian requested CEH's for this class that was held on August 20, 2019 in Fargo, ND sponsored by Fred Pryor Seminars. The board's continuing education committee approved this request for 6 continuing education hours.
- **Vanguard User Group Meeting:** Teresa Ellerby requested CEH's for this meeting that will be held on November 13 – 14, 2019 in St. Cloud, MN sponsored by Vanguard Appraisals, Inc. The board's continuing education committee approved this request for 10 continuing education hours.

Denied Continuing Education Hours Requests

- **Elements of Non-Lender Work:** Jeremy Kobielush 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 course is for general appraisers doing appraisals with intended uses outside the scope of work of the assessor.
- **That's a Violation:** Jeremy Kobielush 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 course is for general appraisers doing appraisals with intended uses outside the scope of work of the assessor.

Request for Continuing Educations Hours

- Pat Chapman requested the board to grant 8 continuing education hours for taking the Residential Case Study Exam. Gary Amundson made a motion to deny the request, because the Residential Case Study Exam is a required action for licensure, and not a course. Reed Heidelberger seconded the motion. The motion carried.

Request for Licensure Course

- **General Appraisal Income Approach course sponsored by McKissock:** The board reviewed this course at the July 16, 2019, and at the time, there wasn't enough information provided to make a decision on whether it would qualify for equivalency to the two required income courses. Zachary Mahan provided more details and the board reviewed this course for a second time to consider it as equivalent to two income courses, based on the fact that this course is a 60 hour course with a 5 hour exam. Reed Heidelberger made a motion to approve the General Appraisal Income Approach as an income course, and is equivalent to two income courses, based on the content and number of hours. Jane Grossinger seconded the motion. The motion carried.
- **Quantitative Research and Analysis course sponsored by University of Minnesota Duluth:** Ryan Sauve requested the board to review this course to be considered as equivalent to an elective course. Andrea Fish moved to approve Quantitative Research and Analysis course as an elective. Jane Grossinger seconded the motion. The motion carried with 1 nay.

Applications for Certified Minnesota Assessor

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

Chad Cernohous, Goodhue County

Jeremy Farar, Dodge County

Mike Reed seconded the motion. The motion carried.

Applications for Temporary Minnesota Assessor

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

Melody Devine, Hennepin County

Reed Heidelberger seconded the motion. The motion carried.

Application for Accredited Minnesota Assessor

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

Matthew Ammerman, Dakota County

Mark Buysse, Lyon County

Jason Dagostino, Anoka County

Bill Downs, St. Louis County

Andrew Imes, Lake County

Christa Jetland, Itasca County

Michael Kellar, Mower County

Ryan Kraft, Olmsted County

Jesse Larson, MN Department of Revenue

Roy Levitt, St. Louis County

Christopher Link, Goodhue County

Derek Lunser, Koochiching County

Amber Swenson-Hill, Polk County

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 individuals.

Brett Hall, Hennepin County

Bonnie Lay, Pope County

Mike Reed seconded the motion. The motion carried.

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

Andrew Hively, City of Minneapolis

Jane Grossinger seconded the motion. The motion carried.

Appointments with the Board

MAAO Education Steering Committee; Mike Wacker (Chair) and Tim Mitchell, members of the education steering committee, met with the board to discuss any concerns for education being offered by MAAO. The board pointed out that some of the classes being offered by MAAO are more appraisal based than assessment related. Mike Wacker explained that the committee will be more hands-on when selecting courses from other organizations to co-sponsor. MAAO has set aside funds to develop courses and rewrite courses. The board shared some ideas for future courses and to keep in mind that one hour courses will be an option starting in 2020. Mike pointed out that the committee was very excited about the one hour option, it will give them more opportunities at the conferences. The board brought up their concerns about some of the venues that have been selected in the past. Mike indicated they are committed to making sure the venues are a good place to hold their classes. The board shared its appreciation to the education steering committee for having such a passion to make sure the education the assessors receive is of high quality and that it meets all of the standards.

Discussion Items

- **Rule Changes:** The board reviewed the rules changes that will be effective on July 1, 2020 and agreed to move forward with the rule change process. Reed Heidelberger moved to give the board's chair, Gregg Larson, the authority to sign the authorizing resolution. Joy Kanne seconded the motion. The motion carried.
- **Proposed Complaint Procedures:** A few changes will be made to the procedures and reviewed at the November meeting.
- **Complaint Committee Member:** Reed Heidelberger made a motion to nominate Jane Grossinger as the third member of the board's complaint committee. Mike Reed seconded the motion. The motion carried.
- **Appraisal Assignments:** The board discussed two scenarios regarding appraisal assignments to clarify prohibited assignments. Andrea Fish made a motion to adopt the two appraisal assignment approaches as part of a code of conduct policy. Reed Heidelberger seconded the motion. The motion carried, and the following is adopted as board policy:
 1. The assessor can provide any public information related to the assessment to the governing body (e.g., if the effective age was determined for purposes of the normal assessment/valuation, the effective age information can be given to the city/county).
 2. Anything beyond that is considered an appraisal assignment, and may be a violation of prohibited activity. (E.g., estimating a new highest and best use value if that analysis wasn't completed as part of the normal assessment.)
- **Unlicensed Assessors:** The board reviewed the summary of responses received verifying the actions of the individuals who had not renewed their licenses by July 1, but who were still working. The board agreed with the Department of Revenue's findings, that each instance was an unintentional oversight by the person, not an intentional act, nor was there any impact to taxpayers.
- **Reinstatement Fee:** The board discussed if a reinstatement fee could be waived; the board does not have a policy for granting waivers, all reinstatement fees will be paid in full.
- **Basic Appraisal Principles from Kaplan:** After a comparison of this course with the AMA Standards, Jane Grossinger delivered the opinion that it is a strong appraisal course and a good beginner course for new assessors that should continue to be used as a qualifying licensure course.
- **Retaking Exams for Board Approved Licensure Courses:** Because all of the sponsoring organizations have different re-examination policies it is impossible to manage the assessor's records for passing or failing a course based on a roster with no exam results. Completion certificates must be submitted for all licensure courses co-sponsored by MAAO to receive credit for taking the course.

The chairperson set the next meeting date as Tuesday, November 19, 2019 at the St. Michael City Center in St. Michael, MN at 8:30 am.

Andrea Fish made a motion to pay the expenses for the meeting. Gary Amundson seconded the motion. The motion carried.

Reed Heidelberger made a motion to adjourn the meeting. Lori Schwendemann seconded the motion. The motion carried.