

**State Board of Assessors  
Meeting Minutes  
St. Michael City Center  
Tuesday, November 19, 2019**

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

Board members in attendance:

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

Gary Amundson was unable to attend.

Agenda for the November 19, 2019 meeting was reviewed. Andrea Fish moved to approve the agenda. Reed Heidelberger seconded the motion. The motion carried.

Minutes of the September 10, 2019 meeting were reviewed. Reed Heidelberger 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	11	11	0	0
July 1, 2014–December 31, 2014	13	13	0	0
January 1, 2015 – June 30, 2015	17	17	0	0
July 1, 2015 – December 31, 2015	10	10	0	0
January 1, 2016 – June 30, 2016	36	36	0	0
July 1, 2016 – December 31, 2016	21	21	0	0
January 1, 2017 – June 30, 2017	16	16	0	0
July 1, 2017 – December 31, 2017	10	10	0	0
January 1, 2018 – June 30, 2018	16	15	1	0
July 1, 2018 – December 31, 2018	9	9	0	0
January 1, 2019 – June 30, 2019	13	11	2	0
July 1, 2019 – December 31, 2019	15	14	1	0
<b>Passed Reports (7/1/2013 – 11/19/2019)</b>	<b>Received AMA</b>	<b>Received SAMA</b>	<b>Received CMAS</b>	<b>Have not applied for AMA</b>
189	149	14	5	24

## Updates (cont.)

- **AMA Survey & AMA Worksheet:** MAAO sent out a survey to the 265 assessors who need to get their AMA license no later than July 1, 2022. MAAO also created an AMA checklist/worksheet to help those assessors working towards the AMA license.
- **Rules Changes:** The “Request for Comments” were published in the State Register on November 4, 2019. Interested persons or groups may submit comments or information on the possible rule changes in writing for 60 days following the publication of the notice in the State Register.
- **Complaint Summary:** Since the September board meeting, all investigations but one have been closed. The Department of Revenue is actively working on that one investigation.
- **Emails to Assessors:**
  - On October 22, 2019, a reminder email was sent to all licensed assessors to verify whether they met the CEH requirements for the current 4-year cycle.
  - On November 4, 2019, an email was sent to all 816 licensed assessors making them aware that the Minnesota State Board of Assessors requests comments on its possible amendment to rules governing education and licensure that was published in the State Register.
- **SAMA Oral Interview Questions:** Andrea and Joy made some changes to a few questions.

## Approved Continuing Education Hours Requests

- **13th Annual Senior Housing Summit:** Bruce Munneke requested CEH’s for this summit that was held on November 1, 2019 in Golden Valley, MN sponsored by MN Real Estate Journal. The board’s continuing education committee approved this request for 4 continuing education hours.
- **2019 State Assessed Property Fall Forum:** Jon Van Nurden requested CEH’s for this forum that was held on November 7, 2019 in St. Paul, MN sponsored by the Department of Revenue. The board’s continuing education committee approved this request for 4 continuing education hours.
- **Commercial Land Valuation:** Douglas Traxler requested CEH’s for this online course sponsored by McKissock. The board’s continuing education committee approved this request for 4 continuing education hours.
- **Discounted Cash Flow Model: Concepts, Issues, and Applications:** Brett Hall requested CEH’s for this seminar sponsored by North Star Chapter - Appraisal Institute. The board’s continuing education committee approved this request for 7 continuing education hours.
- **Income Approach for Residential Appraisers:** Brett Hall requested CEH’s for this seminar sponsored by North Star Chapter - Appraisal Institute. The board’s continuing education committee approved this request for 7 continuing education hours.

### **Approved Continuing Education Hours Requests (cont.)**

- **Introduction to Expert Witness Testimony for Appraisers: To Do or Not to Do:** Gregory Johnson requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 4 continuing education hours.
- **MAAP Winter Meeting:** Amanda Lee requested CEH's for this meeting that will be held on December 6, 2019 in Mantorville, MN sponsored by MAAP. The board's continuing education committee approved this request for 3 continuing education hours.
- **Reading and Drawing Legal Description:** Julie Geerdes requested CEH's for this online course sponsored by Jeanne Johnson & Associates. The board's continuing education committee approved this request for 8 continuing education hours.
- **Residential Construction and the Appraiser:** Cory Bultema requested CEH's for this online course sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.

### **Denied Continuing Education Hours Requests**

- **Manufactured Home Appraisal:** Kim Nord 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 does not have enough assessment related education to consider it for continuing education.
- **Twenty Cost Effective Home Improvements:** David Scotting requested CEH's for this online course sponsored by Kaplan. The board's continuing education committee denied this request for 4 continuing education hours for lack of course content.

### **Applications for Certified Minnesota Assessor**

Jane Grossinger made a motion to award the Certified Minnesota Assessor license to the following individuals.

**Roxane Alden**, Fillmore County  
**Matthew Banker**, City of Minneapolis  
**Fran Bekaert**, Mower County  
**Andy Crego**, Mille Lacs County  
**Jessica Cummings-Hart**, Dakota County  
**Nicholas Daigle**, Itasca County  
**Josh Denisen**, Olmsted County  
**John Denney**, Lake County  
**Andrew Dessellier**, Polk County  
**Taylor Forsyth**, MN Department of Revenue  
**Erik Goetsch**, Sibley County  
**David Grev**, Cottonwood County  
**Kristina Hamilton**, Isanti County  
**Rebecca Heili**, Washington County  
**Spencer Henle**, Lyon County  
**Zachary Hepburn**, Hennepin County  
**Melissa Hoffman**, Wabasha County  
**Jessica Laleman**, Murray County  
**Ian Landreau**, Ramsey County  
**Therese Nelson**, Goodhue County  
**Benjamin Nordell**, Dakota County  
**Rhonda Olson**, City of Minneapolis  
**Cody Piper**, Becker County  
**Leilani Powell**, Houston County  
**Nicholas Siltanen**, Carlton County  
**Sarah Simek**, St. Louis County  
**Marti Sip**, Norman County  
**Aairam Thomas**, Hennepin County  
**Michael Wambach**, City of Minneapolis

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.

**Ryan Carlson**, Carlton County

**Erin Edwards**, Rice County

**Peggy Nordrum**, Anoka County

**Julie Shelstad**, Morrison County

**Greg Strauss**, Washington County

**Krista Thoe**, Sherburne County

Mike Reed 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.

**Maria Shepherd**, Hubbard County

Charlie Blekre seconded the motion. The motion carried.

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

**Amber Swenson-Hill**, Polk County

Mike Reed seconded the motion. The motion carried.

## **Discussion Items**

- **Proposed 2020 Board Meeting Schedule:** Andrea Fish made a motion to approve the proposed 2020 board meeting schedule. Reed Heidelberger seconded the motion. The motion carried.
- **Form Report – 2<sup>nd</sup> Submission:** The board discussed a time line for submitting a form report for a second grading. Reed Heidelberger made a motion to move forward with the following policy: form reports must be resubmitted for grading within 2 years of the date of rejection; failure to resubmit within 2 years will require the assessor to rewrite the entire report with a different subject. Charlie Blekre seconded the motion. The motion carried.
- **Proposed Complaint Procedures:** The board reviewed two versions of a specific area of the board's complaint procedures. Reed Heidelberger made a motion to approve the second version and include a link to the Minnesota Department of Revenue's procedure documents. Charlie Blekre seconded the motion. The motion carried with two nays.
- **Board Approved Licensure Courses and challenging the exam.** The board agreed that they will continue with the existing practice with challenging an exam.
- **Renewal Application Timeline:** The board discussed the start date for renewing applications. Reed Heidelberger made a motion to not allow renewal applications until after the May board meeting. Andrea Fish seconded the motion. The motion carried.
- **Basic Appraisal Principles from McKissock:** Joy Kanne shared her findings of this online course, and stated that she believes it meets the standards for a principle course. It is her opinion that the board should continue using this as a qualifying course.
- **General Appraiser Income from McKissock:** Jane Grossinger shared her findings of this online course, and stated her opinion that it meets the standards for an income course. It is her opinion that the board should continue using this as a qualifying income course.

The chairperson set the next meeting date as Tuesday, January 14, 2020 at the St. Michael City Center in St. Michael, MN at 8:30 am.

Charlie Blekre made a motion to pay the expenses for the meeting. Mike Reed seconded the motion. The motion carried.

Lori Schwendemann made a motion to adjourn the meeting. Andrea Fish seconded the motion. The motion carried.