

**State Board of Assessors  
Meeting Minutes  
St. Michael City Center  
Tuesday, January 14, 2020**

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 Heidelbergger	

Agenda for the January 14, 2020 meeting was reviewed. Andrea Fish moved to approve the agenda with the subtraction of the Basic Appraisal Procedures from McKissock review. Mike Reed seconded the motion. The motion carried.

Minutes of the November 19, 2019 meeting were reviewed. Andrea Fish moved to approve the minutes. Lori Schwendemann seconded the motion. The motion carried.

### **Election of Officers**

- **Nomination for Vice Chair:** Joy Kanne made a motion to nominate Gary Amundson for vice chair. Charlie Blekre seconded the nomination. The motion carried. Gary Amundson is the vice chair for 2020.
- **Nomination for Chair:** Reed Heidelbergger made a motion to nominate Gregg Larson as chair. Mike Reed seconded the nomination. The motion carried. Gregg Larson is the chair for 2020.

### **Grading Committee Appointments**

- **Form Report Grading Committee:** Reed Heidelbergger made a motion to reappoint and appoint the following form report committee members: Tamara Anderson, Thomas Brandt, Patrick Chapman as chair, Tina Diedrich-Von Eschen, Kyle Holmes, Kim Jensen, Keith Kern, Judy Lazar, Rebecca Malmquist and Ann Miller. Jane Grossinger seconded the motion. The motion carried.
- **Narrative Grading Committee:** Joy Kanne made a motion to reappoint narrative committee members Kim Jensen, Rebecca Malmquist, and Bob Wilson as chair. Reed Heidelbergger 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	24	24	0	0
January 1, 2015 – December 31, 2015	27	27	0	0
January 1, 2016 – December 31, 2016	57	57	0	0
January 1, 2017 – December 31, 2017	26	26	0	0
January 1, 2018 – December 31, 2018	25	24	1	0
January 1, 2019 – December 31, 2019	28	25	3	0
January 1, 2020 – January 14, 2020	0	0	0	0
Passed Reports (7/1/2013 – 12/31/2019)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
189	149	14	5	24

- **Form Report Policy:** We updated the form report policy from the last meeting, with Reed Heidelberg’s approval, to read as: “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.” This was posted on the policy document on the website and updated in the board’s manual.
- **Form Report – 2<sup>nd</sup> Grading:** On December 4, 2019, the board contacted eight assessors via email that need to resubmit their form reports for second grading and informed them of the board’s new policy. Four assessors reported that they will not be resubmitting, two will be resubmitting, and the other two have not responded. We removed those assessors that are not resubmitting from the above list.
- **AMA Reminder Memo:**
  - Sent out AMA Reminder memo to the County Assessors on December 3, 2019.
  - Andrea Fish & Bobbi Spencer met with the PTCO’s on December 12, 2019 and discussed how they could help the County Assessors keep track of their assessors that need to get their AMA by July 1, 2022. Bobbi Spencer sent the PTCO’s a spreadsheet with the names of everyone needing their AMA by July 1, 2022 to gather information from the County Assessors. Andrea & Bobbi will be meeting with the PTCO’s on January 23, 2020 for a progress report.
- **Rule Changes:** The 60 day comment period ended on Friday, January 3, 2020. The Statement Of Need And Reasonableness (SONAR) for the rules changes is being drafted and will be sent to Minnesota Management & Budget for review.

## **Updates (cont.)**

- **Complaint Summary:** Since the November board meeting, all investigations related to assessor misconduct but one have been closed by the Department of Revenue. The department is actively working on that one investigation. They have received three new complaints; each are being addressed at this time.
- **MAAO Curriculum & Assessor Standards Committee Update:** Gary Amundson reported that the standards are almost done, but the MAAO committee is not ready to move forward with action.

## **Approved Continuing Education Hours Requests**

- **Building Communities:** Elizabeth Diaz requested CEH's for this seminar sponsored by Ehler & Associates that will be held on February 6-7, 2020 in Brooklyn Center, MN. The board's continuing education committee has agreed to approve 5 of the sessions for a total of 3 continuing education hours. The following sessions that qualify are MN Property Tax, Media Panel, Affordable Housing Programs & Policies, Developer Roundtable and Proforma Analysis for one hour each of continuing education with the minimum of 3 hours to qualify for CEH's.
- **Condemnation Appraising - Principles & Applications:** Eric Bjorklund requested CEH's for this class sponsored by the Appraisal Institute. The board's continuing education committee approved this request for 22 continuing education hours.
- **Evaluating Commercial Leases: The Tenant and the Terms Both Matter:** Brett Hall requested CEH's for this class sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.
- **National USPAP Update Course:** Brett Hall requested CEH's for this class sponsored by North Star Chapter of the Appraisal Institute. The board's continuing education committee approved this request for 7 continuing education hours.

## **Approved Licensure Course Requests**

- **15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Course:** Brett Hall requested the board to review this course sponsored by North Star Chapter of the Appraisal Institute as the required license course and for 15 continuing education hours. The board was sent this request via email. Reed Heidelberger moved to approve for 15 continuing education hours and also as satisfying the licensure requirement for a 15 hour USPAP course. Jane Grossinger seconded the motion. The motion carried.

## **Request for Licensure Course**

- John Conway requested the board review the Residential Assessing 101 course sponsored by MAAO to determine equivalent as a half elective course. Reed Heidelberger approved the Residential Assessing 101 course as a half elective course. Lori Schwendemann seconded the motion. The motion carried.

### **Application for Certified Minnesota Assessor**

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

**Jordan Crowe**, Wright County  
**Jessica Gusa**, Wabasha County  
**Shana Jackson**, Nicollet County  
**Ryan Kirby**, Morrison County  
**Joseph Odell**, St. Louis County  
**Jon Osterberg**, St. Louis County  
**John Staine**, St. Louis County  
**Jake Stenzel**, Anoka County

Mike Reed 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.

**Annalee Jones**, Polk County  
**Ron Karow**, Washington County  
**Lisa Olson**, Mille Lacs County  
**Vickie Sullivan**, Crow Wing County

Reed Heidelberger 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.

**Heather Bruley**, Kittson County  
**John Conway**, Winona County  
**Mason Couvier**, St. Louis County  
**Noah Mittlefehldt**, Lake County  
**Jeff Sehr**, Rock County  
**Lavon Vieths-Augustine**, Goodhue County

Joy Kanne seconded the motion. The motion carried.

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

**Christa Jetland**, Itasca County

Mike Reed seconded the motion. The motion carried.

**Application for Senior Accredited Minnesota Assessor (cont.)**

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

**Drew Imes**, Lake County

Mike Reed seconded the motion. The motion carried.

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

**Bill Downs**, St. Louis County

Lori Schwendemann seconded the motion. The motion carried with one nay.

Gary Amundson made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Matt DeFlorin**, Dakota County

Reed Heidelberger seconded the motion. The motion carried.

Charlie Blekre made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Erin Edwards**, Rice County

Mike Reed seconded the motion. The motion carried with three nays.

After further discussion, Reed Heidelberger made a motion to reconsider the previous action. Andrea Fish seconded the motion. The motion carried with one nay.

The original motion to award the Senior Accredited Minnesota Assessor license was back on the table. The motion failed, with seven nays and one abstention.

Reed Heidelberger made a motion to invite Erin Edwards to return for a second interview. Gary Amundson seconded the motion. The motion carried.

## **Discussion Items**

- **Approval of Licensure courses via email:** Requests for licensure courses prior to a board meeting will be sent to one board member to review for standards and bring their findings to the next board meeting.
- **Assessors not completing the ethics training requirements:** The board decided a letter will be sent to assessors who will not be able to renew on July 1, 2020 because they failed to take the required Ethics course within the current 4-year cycle. A copy of the letter will be sent to the County Assessor in the county where they are employed.
- **Basic Appraisal Procedures from McKissock:** Joy Kanne reviewed this course based on the AMA Standards, and she will be presenting her findings at the March meeting.
- **MAAO Class Surveys:** The board discussed the class surveys and determined that we do not need surveys for all MAAO-sponsored courses, though we may request them on a case-by-case basis as part of reviews of individual courses.

The chairperson set the next meeting date as Tuesday, March 10, 2020 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. Mike Reed seconded the motion. The motion carried.

Charlie Blekre made a motion to adjourn the meeting. Jane Grossinger seconded the motion. The motion carried.