

**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, March 10, 2020**

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

Board members in attendance:

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

Mike Reed & Joy Kanne were unable to attend.

Agenda for the March 10, 2020 meeting was reviewed. Reed Heidelberger moved to approve the amended agenda. Charlie Blekre seconded the motion. The motion carried.

Minutes of the January 14, 2020 meeting were reviewed. Andrea Fish moved to approve the minutes. Lori Schwendemann 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	26	2	0
January 1, 2020 – March 10, 2020	11	6	0	5
Passed Reports (7/1/2013 – 3/10/2020)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
196	152	14	5	25

Updates (cont.)

- **AMA Deadline:** Andrea Fish & Bobbi Spencer met with the PTCO's on January 23, 2020 and discussed the progress of the Assessor AMA Deadline report. There are 251 active licensed assessors that are required to get their AMA by July 1, 2022. 156 reported that they will be applying for their AMA; 8 assessors will be taking the waiver exam, and 87 reported no. We reminded the PTCO's that the deadline to take the AMA Waiver exam is April 30, 2020.
- **SAMA Communication:** Revised the SAMA letter & email communication to those applying for the SAMA license.
- **Ethics Letters:** 42 letters were sent via email on 1/23/2020 to the assessors that have not taken ethics in the current 4-year cycle. The employers were copied on the email.
- **Rule Changes:** On February 5, 2020, the rule documents were sent to Minnesota Management & Budget (MMB) and the Governor's office for review and approval. Both MMB and the Governor's office approved the proposed rule changes. We are aiming for March 23, 2020 to publish in the State Register.
- **Complaint Summary:** Since January 2020, the Department of Revenue received 2 complaints, the only open complaints are homestead related and a responsibility of the associated counties. Since the last update, the department has not opened any new investigations and have closed the only open investigation.
- **MAAO Course Surveys:** Jane Grossinger reviewed the surveys and found nothing concerning about how the courses are being taught.
- **MAAO Curriculum & Assessor Standards Committee Update by Gary Amundson:** Gary Amundson reported that the Assessment Administration course will be changing in the next 3 years, and may become an MAAO course. There is a new 2-day residential course that will roll out this year. The curriculum committee is moving ahead with completing the other AMA licensure standards.

Approved Continuing Education Hours Requests

- **2020 Apartment Summit:** Jon Ulman requested CEH's for this summit that was held on January 10, 2020 in Bloomington, MN sponsored by MN Real Estate Journal. The board's continuing education committee approved this request for 4 continuing education hours.
- **2020 MAAO Summer Seminars:** Jean Popp requested CEH's for this conference that will be held on May 20 – 21, 2020 in St. Cloud, MN sponsored by MAAO. The board's continuing education committee approved this request for 4 – 8 hours of continuing education.
- **Case Studies in Complex Valuation:** Robert Ehler requested CEH's for this seminar sponsored by Appraisal Institute that was held on September 15, 2017 in Cedar Rapids, IA. The board's continuing education committee approved this request for 7 continuing education hours.
- **Constructing Fact from Fiction: New Construction Today:** Robert Stewart requested CEH's for this seminar sponsored by Kaplan that will be held on April 8, 2020 through May 29, 2020 in various locations in Minnesota. The board's continuing education committee approved this request for 7.5 continuing education hours.
- **Evaluating Commercial Leases: The Tenant and the Terms Both Matter:** Tami Paulson requested CEH's for this seminar sponsored by North Star Chapter of the Appraisal Institute that will be held on April 2, 2020 in Bloomington, MN. The board's continuing education committee approved this request for 7 continuing education hours.
- **Real Property Report Writing Update & Case Studies v. 2016–2017:** Robert Ehler requested CEH's for this seminar sponsored by The Moore Group, Inc. that was held on November 20, 2017 in Lincoln, NE. The board's continuing education committee approved this request for 7 continuing education hours.
- **Residential Appraising New Things to Think About:** Robert Ehler requested CEH's for this seminar sponsored by IAAO that was held on July 12, 2018 in Altoona, IA. The board's continuing education committee approved this request for 7 continuing education hours.
- **The Cost Approach:** Robert Ehler requested CEH's for this online seminar sponsored by McKissock. The board's continuing education committee approved this request for 7 continuing education hours.

Denied Continuing Education Hours Requests

- **2020 Opportunity Zones Summit:** Jody Carlson requested CEH's for this summit sponsored by MN Real Estate Journal that was held on March 6, 2020 in Golden Valley, MN for 4 continuing education hours. The consensus of the CEH committee was that this summit did not have enough assessment related education to consider it for continuing education.
- **2020 Residential Real Estate Summit:** Jody Carlson requested CEH's for this summit sponsored by MN Real Estate Journal that will be held on April 8, 2020 in Golden Valley, MN for 4 continuing education hours. The consensus of the CEH committee was that this summit did not have enough assessment related education to consider it for continuing education.

Denied Request for Elective Course

- **Intro to Finance:** Alexandra Bersie requested this course be reviewed as an elective licensure course. It was determined that this course does not have enough assessment related education to consider it as an elective licensure course.

Application for Certified Minnesota Assessor

Andrea Fish made a motion to award the Certified Minnesota Assessor Income Qualified license to **Michael Bownik**, Ramsey County, and the Certified Minnesota Assessor and licenses to the following individuals:

Brandon Hodge, Anoka County
Laura Rossow, Jackson County
Dale Weichbrodt, Dakota County
Carrie Werre, Olmsted County

Jane Grossinger 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 individual.

Mitchell King, Hennepin 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 individual with the stipulation that the license will be effective 4/1/2020.

Brenda Vander Pol, Renville County

Lori Schwendemann seconded the motion. The motion carried.

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

Matthew Zellmer, Ramsey County

Reed Heidelberger seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor (cont.)

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

Ron Karow, Washington County

Gary Amundson seconded the motion. The motion carried with one nay.

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

Ryan Kraft, Olmsted County

Reed Heidelberger seconded the motion. The motion carried.

Appointments with the Board

MAAO Course Update: Emily Squyres, MAAO Education Coordinator, provided a course registration and results report for past courses from 2018 thru 2019 and course registrations for 2020 for the board to review. Emily reported that MAAO will continue co-sponsoring with Appraisal Institute for the Basic Appraisal Principles and Basic Appraisal Procedures courses in 2020. Mike Wacker, the Chair of the Education Steering Committee, reported that the feedback on locations was concerning, so MAAO will be looking at properties with guestrooms and conference space in the same location. MAAO will be rewriting the Basic Income course and create an Advanced Income course for the future. Emily updated the board on MAAO's 90-day re-exam policy, MAAO will be adding "within one year but highly recommends to do the re-exam within 90 days" to their current policy.

Discussion Items

- **Reinstatement Policy:** Andrea Fish made a motion to remove the 15-hour USPAP requirement and the Ethics and PACE requirements, except for AMA's & SAMA's, starting on July 1, 2020 when the new 4-year cycle begins. Reed Heidelberger seconded the motion. The motion carried.
- **Licensure courses and challenging an exam:** The board decided there was no need to add a policy for challenging a licensure course exam.
- **Trainee License:** The board reviewed Rule 1950.1020 Licensure and it was decided that no policy was needed.
- **Basic Appraisal Procedures from McKissock:** After a comparison of this course with the AMA Standards, Joy Kanne feels that it really hit all the areas of appraisal theory in our standards. This class would set a student up wonderfully for the MAAO Mass Appraisal course, an excellent introduction to appraisal.

The chairperson set the next meeting date as Tuesday, May 19, 2020 at the St. Cloud Holiday Inn in St. Cloud, MN at 8:30 am.

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

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