

**State Board of Assessors
Meeting Minutes
Tuesday, January 10, 2023**

Chairperson Jane Grossinger called the meeting to order at 8:30 a.m.

Board members in attendance:

Charlie Blekre	Lori Schwendemann
Jane Grossinger	Averi M. Turner
Anne Grunert	Mark Vagts
Dave Parsons	

Mike Reed was unable to attend.

Sarah Adam, Property Tax Division, Auditor/Treasurer Supervisor attended the meeting.

Agenda for the January 10, 2023 meeting was reviewed. Charlie Blekre moved to approve the agenda. Anne Grunert seconded the motion. The motion carried.

Minutes of the November 15, 2022, meeting were reviewed. Lori Schwendemann moved to approve the minutes. Mark Vagts seconded the motion. The motion carried.

Nomination for Chair: Lori Schwendemann made a motion to nominate Jane as chair. Dave Parsons seconded the nomination. The motion carried. Jane is the chair for 2023.

Nomination for Vice Chair: Averi Turner made a motion to nominate Lori Schwendemann for vice chair. Anne Grunert seconded the nomination. The motion carried. Lori is the vice chair for 2023.

Updates

- **Form Report:** Since July 1, 2022, the start of fiscal year 2023, 23 reports have been submitted, 21 reports were approved, 2 reports are being graded and 16 assessors received their AMA.
- **Grading Committees:** Patrick Chapman, grading chair, contacted all of the current graders to see if they will continue to grade reports in 2023. Everyone responded that they will be staying on as graders.
 - **Form Report Graders:** Tammy Anderson, Tom Brandt, Pat Chapman (Chair), Kyle Holmes, Ryan Johnson, Keith Kern, Judy Lazar, Rebecca Malmquist, Ann Miller, Dave Parsons & Mark Vagts.
 - **Narrative Report Graders:** Patrick Chapman (Chair)
- **Future Rule Changes:** The Department of Revenues Legal Division, is putting together a draft of the initial Governor's Office rulemaking approval form and will be sent to the Commissioner for approval. After getting the Commissioner's Office approval, it will then be sent to the Governor's Office for approval. The statement of need and reasonableness is also being drafted for review.
- **Ad Hoc Committee:** David Parsons informed the board, that the committee met a month ago and reviewed the framework from the subcommittee from MAAP. There are a couple of hurdles that their working through; is anyone going to support this, will management let them go to classes to get certified. MAAP is going to put together a survey to get feedback before moving forward with the certification.

Updates (cont.)

- **MAAO Executive Board Meeting Update:** No update at this time. The next Executive board meeting is scheduled for February 6 – 7, 2023 in St Cloud.
- **Complaint Summary:** Since November 2022, the Department of Revenue has received four new complaints, each regarding homesteads. The homestead complaints have been forwarded to the respective counties for investigation. There are two complaints currently under review by our office.
- **MAAO Curriculum & Assessor Standards Committee:** No update at this time.

Discussion Items

- **Compatibility of Offices - Elected or Appointed:** Mark Vagts and Dave Parsons, volunteered to review the list and document the ones that may be a conflict, and report back to the board at their March meeting.
- **MAAO's Proposed Instructor Policy:** The board reviewed the instructor policy document, they liked what was included and feel it will be a good guide for the instructors. The board members made a few changes and sent the document back to Michael Wacker for review.
- **Board Work Plan:**
 - Interview Guidelines: Jane Grossinger & Lori Schwendemann provided a draft of the new interview guidelines. A few changes were made, an updated version of these guidelines will be reviewed at the March board meeting.
 - Continuing Education Course Request Guidelines: Charlie Blekre provided a draft of the new continuing education course request guidelines. A few changes were made, Anne Grunert will update the guidelines and provide a revised copy at the March board meeting.
 - Review the Continuing Education Committee members. Two of the committee members were replaced by other board members. The CEH committee members are Charlie Blekre, Averi Turner, Mark Vagts and Anne Grunert.
 - Review the Complaint Committee members. The board members on this committee will stay the same, Jane Grossinger and Averi Turner.
- **Reciprocity for Real Estate Property Appraisers:** Tabled until March 7, 2023 board meeting.
 - Discuss the differences between a licensed Real Estate Appraiser from another State and a Minnesota licensed Real Estate Appraiser.
 - Would licensed Real Estate Appraisers from other State's qualify for the board's Licensing policy for Minnesota Fee Appraisers Licenses?
 - Should the board add a reciprocity policy for Real Estate Property Appraisers that are licensed in other States?
- **Assessor Licensure Standards:** Review the standards and update with any changes. Tabled until March 7, 2023 board meeting.
- **Licensure Course Review:** Discuss the steps for licensure course review. Tabled until March 7, 2023 board meeting.

Approved Continuing Education Hours Requests

- **Allocation of FF&E and Intangible PP in Hotel Assessments:** Tom Reineke requested the board review this class sponsored by MAAO – Region 1, for continuing education. The board's continuing education committee approved this class for 3 continuing education hours.
- **Ethics for Minnesota Assessors:** Jessi Glancey requested the board review this online course sponsored by the Department of Revenue's Property Tax Division for continuing education. The board's continuing education committee approved this course for 1 continuing education hour.
- **Preparing for Board of Appeal Season:** Jessi Glancey requested the board review this virtual course sponsored by the Department of Revenue's Property Tax Division for continuing education. The board's continuing education committee approved this course for 3 continuing education hours. This course also qualifies towards the PACE education requirement.
- **Reading & Drawing Legal Descriptions:** Jeanne Johnson requested the board review this online class sponsored by Minnesota Real Estate Learning Group for continuing education. The board's continuing education committee approved this class for 8 continuing education hours.

Approved Applications for Certified Minnesota Assessor

- **Landon Bresnahan**, Anoka County
- **Andrew Fellows**, Lake County
- **Brandon Haglin**, Crow Wing County
- **Samuel Lively**, Hubbard County
- **William Miles**, Beltrami County
- **Shannon Parenteau**, Aitkin County
- **Shawn Primus**, Clearwater County
- **Jason Schroeder**, Washington County
- **Kip Studaker**, Aitkin County

Approved Applications for Accredited Minnesota Assessor

- **Tedman Anderson**, Anoka County
- **Teresa Cornellison**, Hennepin County
- **Shaun Hailey**, St. Louis County
- **Benjamin Hamill**, Anoka County
- **Joseph Hile**, Goodhue County
- **Kimberly Kylander**, Pine County
- **Brady Rauenhorst**, Faribault County

Approved Applications for Senior Accredited Minnesota Assessor

Mark Vagts made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Sandra Brueland**, Crow Wing County,

Charlie Blekre seconded the motion. The motion carried.

Approved Applications for Senior Accredited Minnesota Assessor (cont.)

Lori Schwendemann made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Jeff Wagner**, Wabasha County

Anne Grunert seconded the motion. The motion carried.

Anne Grunert made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Rachel Jacobs**, Rock County

Averi Turner seconded the motion. The motion carried.

Lori Schwendemann made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Samantha Kral**, Sibley County

Mark Vagts seconded the motion. The motion carried.

Anne Grunert made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Mitch Douglas**, Wright County

Averi Turner seconded the motion. The motion carried with two nays.

Lori Schwendemann made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Brian Anderson**, Steele County

Anne Grunert seconded the motion. The motion carried.

Dave Parsons made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Benjamin Hansen**, Hennepin County

Anne Grunert seconded the motion. The motion carried.

Lori Schwendemann made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Alex Bersie**, Wright County

Averi Turner seconded the motion. The motion carried with two nays.

The chairperson set the next meeting date as Tuesday, March 7, 2023, at the St. Michael City Center in St. Michael, MN at 8:30 am.

Lori Schwendemann made a motion to pay the expenses for the meeting. Anne Grunert seconded the motion. The motion carried.

Averi Turner made a motion to adjourn the meeting. Dave Parsons seconded the motion. The motion carried.