

**State Board of Assessors
Meeting Minutes
Tuesday, November 14, 2023**

Chairperson Jane Grossinger called the meeting to order at 8:33 a.m.

Board members in attendance:

Jane Grossinger	Mike Reed
Anne Grunert	Lori Schwendemann
Kelly Ydstie	Mark Vagts
David Parsons	

Averi M. Turner was unable to attend.

Agenda for the November 14, 2023, meeting was reviewed. Lori Schwendemann moved to approve the agenda. Anne Grunert seconded the motion. The motion carried.

Minutes of the September 12, 2023, meeting was reviewed. Lori Schwendemann moved to approve the minutes. Mike Reed seconded the motion. The motion carried.

Updates

- **Form Report:** Since July 1, 2023, the start of fiscal year 2024, 18 reports have been submitted, 16 reports were approved, 2 reports are being graded and 11 assessors received their AMA.
- **2024 Board Meeting Schedule:** The board approved the 2024 proposed meeting dates. The board website and relevant documents were updated with the following schedule:
 - Tuesday, January 9, 2024
 - Tuesday, March 12, 2024
 - Tuesday, May 14, 2024
 - Tuesday, July 9, 2024
 - Tuesday, September 10, 2024
 - Tuesday, November 19, 2024
- **Oral Interview Questions:** Questions #19 and #24 were updated as discussed at the September meeting.
- **Open Meeting Law:** The open meeting law information was updated – very little was added to the 2021 version.
- **Appraiser Board Member:** Appraiser board member Charlie Blekre became ineligible to be a board member due to his retirement per MS 270.41, subd. 2, A member of the board who is no longer engaged in the capacity that was the basis of appointment is disqualified from membership in the board. An open appointment was created on the Secretary of State board page and has been posted for the required 21 days. No eligible applications have been received yet.

Department of Commerce Appraiser Licensing was emailed to inquire about sharing the vacancy announcement. No response has been received.

Nicole Halling will reach out to Department of Commerce Appraiser Licensing via phone and will look through board history to find out if appraiser seat “professional appraisal designation” (MS 270.41 subp. 2) was ever defined.
- **Rule Changes:** The 60-day comment period for the Request for Comments closed October 6, 2023, with no comments and 3 general questions. The next step is the Dual Notice where the draft changes to the rule will be published in the State Register, triggering another public comment period. A hearing will be held in late-February 2024 if 25+ requests for a hearing are received. Comment period end date and hearing date to be announced.

- **MAAO Fall Conference:** Board members who attended the conference provided an update on the seminars they attended. Board members reported excellent course offerings and a commendable introduction by Department of Revenue Commissioner Marquardt.
- **Virtual Room:** A new virtual room was created for the Board of Assessors. The virtual room will store documents that everyone on the board can view and use for future use. All permanent binder documents have been uploaded to the virtual room and members have been invited to join. A cheat sheet was sent to assist with navigating the virtual room. Most board members reported that they have accessed the Virtual Room.
- **Code of Conduct & Ethics:** Kelly Ydstie and David Parsons reviewed the current Code of Conduct & Ethics and found it to be acceptable as written.
- **MAAO Executive Board Meeting Update:** David Parsons provided an update from the most recent executive board meeting.
- **Complaint Summary:** Since September 2023, the Department of Revenue has received three new complaints, closed all but one complaint, which is currently being researched, and closed an investigation.
- **MAAP Ad Hoc Committee:** No updates.
- **MAAO Curriculum & Assessor Standards Committee:** No updates.

Discussion Items

- **MAAO Conference Content Committee:** Board Chair Jane Grossinger has been attending these meetings and is requesting that a member of the Continuing Education Hours Committee attend the meetings going forward. Anne Grunert agreed to take over representing the board at CCC meetings.
- **CEH's Specific to Vendor Products:** Courses/seminars specific to vendor products or specific licensing jurisdictions will not be considered for CEHs unless made available to an entire region at minimum.
Information on the board's website and the Request Form for Course Approval was updated to include:

Course/Seminar must be available and marketed to an entire region, at minimum.

- **Reinstatement Procedures for Failure to Meet PACE Course Requirement:** The board's reinstatement policy reads: "For less than 5 years, Assessor must successfully pass a board-approved exam." The board has historically used the ALP exam in this situation.
Jon Klockziem asked the board to review this policy, stating that the department would be willing to work with the board should you decide you need something that ensures anyone who did not complete PACE is staying abreast with all other SAMAs and AMAs.
Jon is invited to attend the next meeting on Tuesday, January 9th, 2024, to discuss this with the board.
- **Property Tax Calculation Certification:** The board approved this course with successful completion of exam for 2 continuing education hours.
Currently, those who successfully pass are sent an email confirming their certification. The Assessor Licensing System does not accept emails as attachments. Nicole Halling has contacted Property Tax Admin to request that the confirmation email include a pdf with date of exam, name of attendee, course name, sponsoring organization, and exam results.
- **Experience Requirement for Assessors:** Discussion regarding the combining of offices and the creation of Land Records Departments needs to be reviewed. Some counties have and are combining offices that creates a situation where the Department head oversees the assessor and is not qualified to be an assessor due to lack of field experience.
The discussion at the meeting led to Mark Vagts stating that he would look into past situations where this has occurred and we can discuss more at future meetings.

- **Board Vote Results for Oral Interviews:** The board discussed whether oral interview vote tallies should be included in published meeting minutes. They are currently required according to the board bylaws.

Anne Grunert made a movement to remove the reporting of yeas and nays from the Bylaws; David Parsons seconded the motion. The motion carried with none opposed.

Bylaws item 4.7 Minutes has been updated to read: The Board's Executive Secretary shall ensure that Board meeting minutes are approved by the Board at the following meeting and publicly posted on the Minnesota State Board of Assessors website.

State Board Interview Guidelines have been updated with the following item:

Board Decision Email

If the board decision to pass a SAMA applicant is **not** unanimous, the email to the applicant will include the number of yeas and nays as well as items the applicant should study further.

- **Assessor Licensure Standards:** No new licensure standards were proposed.
- **Course Review with Standards:** The board agreed that the course review should happen via a rotating schedule as was the standard procedure prior to 2022.
- **Board Work Plan:** Jane Grossinger and Lori Schwendemann reviewed and updated the work plan for 2024 as follows:
 - 1) Continue to implement statutory licensing changes.
 - AMA licensure.
 - CMA licensure.
 - AMA Law
 - 2) Implement any legislative-mandated initiatives.
 - 3) Continue to fine-tune SAMA interview questions and procedures.
 - 4) Review the Assessor Licensure Standards every **May & November** board meeting.
 - 5) Review CEH & Complaint Committee members every January.
 - 6) Review BOA Licensure Course Review – 5-year plan

Approved Licensure Education Requests

- **Advanced Residential Assessing:** MAAO requested the board review this course, sponsored by MAAO, that will initially be held on October 25 and 26, 2023 in St. Cloud, MN for property-type specific licensure education. The board approved this course for 14 continuing education hours plus 1 additional continuing education hour if the one-hour fully proctored exam is taken.
- **Property Tax Calculation Certification:** David Parsons requested the board review the Property Tax Calculation Certification sponsored by DOR, that is held virtually, ending with an exam, for 2 continuing education hours.

Approved Continuing Education Hours Requests

- **2023 Administering New Laws:** Cassie Ninefeldt requested the board review the PACE Course “2023 Administering New Laws” sponsored by MN Revenue Property Tax Division, which will be held online for 2 continuing education hours. This class will qualify towards the PACE education requirement.
- **25th Industrial Real Estate Summit:** Cassidy Chiodo requested the board review the 25th Industrial Real Estate Summit sponsored by MN Real Estate Journal, that will be held on November 3, 2023 in Golden Valley, MN for 4 continuing education hours.
- **2023 State Assessed Property Fall Forum:** Cassie Ninefeldt requested the board review the SAPS Fall Forum sponsored by Minnesota Department of Revenue, Property Tax Outreach Team, that will be held virtually on November 16, 2023, for 4 continuing education hours. This course has been approved for PACE credit.

Denied Continuing Education Hours Requests

- **Agriculture: Classification, Programs, Homesteads & Sales Verification:** Lynne Freezy requested the board review this class, sponsored by Washington County, that was held on September 5, 2023, for continuing education. The board's continuing education committee denied this meeting for 8 continuing education hours. The consensus of the CEH committee was that this class appears to be internal training material for county staff only.

Approved Applications for Certified Minnesota Assessor

- **Heather Becker**, Crow Wing County
- **Melissa Blazek**, Aitken County
- **Neal Bodeman**, Sherburne County
- **Jacob Bowland**, Kanabec County
- **Jason Budnick**, Crow Wing County
- **Dan Christensen**, Crow Wing County
- **Rachel Crews**, City of Minneapolis
- **Corey Czycalla**, Wright County
- **Jason Dann**, Crow Wing County
- **Gabrielle Doscher**, Swift County
- **Jeremiah Fitzgerald**, Martin County
- **Gary Garner**, Crow Wing County
- **Richard Gearhart**, Washington County
- **Nicole Goldsmith**, Cass County
- **Janna Haeg**, City of Coon Rapids
- **David Haines**, Crow Wing County
- **Sheila Janke**, Crow Wing County
- **Clinton Kopetka**, Sherburne County
- **Stacy Lind**, Itasca County
- **Jason Lundrigan**, Carver County
- **Daniel Mattson**, Wright County
- **Sandra Ruud**, Kanabec County
- **Callie Saumweber**, City of Eden Prairie
- **Jolene Sievert**, Pine County
- **Michaela Stade**, Meeker County
- **Tyson Terry**, Washington County
- **Danielle Weleski**, Kittson County
- **Mark Wingert**, Sherburne County

Approved Applications for Certified Minnesota Assessor IQ

- **Grant Halonen**, City of Brooklyn Park
- **Lori Mausolf**, Douglas County
- **Carly Pohlman**, Cottonwood County
- **Jake Stenzel**, Anoka County
- **Mark Warren**, City of Minneapolis
- **Nathan Wildermuth**, Cottonwood County

Approved Applications for Certified Minnesota Assessor Specialist

- **Sarah Lanier**, Cottonwood County

Approved Applications for Temporary IQ Minnesota Assessor

- **Gregory Klevos**, Olmsted County

Approved Applications for Accredited Minnesota Assessor

- **Ron Bushbaum**, St. Louis County
- **Nicholas Daigle**, Cass County
- **Jaimee Jensen**, Wright County
- **Selena Lopez Cardenas**, Murray County
- **David Moore**, Sherburne County
- **Derek Perkins**, Rice County
- **James Ryan**, Anoka County
- **Karen Skoog**, SLL, Inc.

Applications for Senior Accredited Minnesota Assessor

- Anne Grunert made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
Anne Sims, St. Louis County
Kelly Ydstie seconded the motion. The motion carried with none opposed.
- Mark Vagts made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
John Denney, City of St. Michael
Mike Reed seconded the motion. The motion carried with none opposed.
- Lori Schwendemann made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
Melanie Schmitz, Polk County
Anne Grunert seconded the motion. The motion carried with none opposed.
- Mark Vagts made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
Laura Ramboldt, Dakota County
Mike Reed seconded the motion. The motion carried with none opposed.
- Mike Reed made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
Scott Hemmesch, Stearns County
Anne Grunert seconded the motion. The motion carried with none opposed.
- Anne Grunert made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
Theodore Anderson, Chisago County
David Parsons seconded the motion. The motion carried with none opposed.

The chairperson set the next meeting date as Tuesday, November 14, 2023, at St. Michael City Center, St. Michael, MN at 8:30 am.

Lori Schwendemann made a motion to pay the expenses for the meeting. Kelly Ydstie seconded the motion. The motion carried.

Mike Reed made a motion to adjourn the meeting. Anne Grunert seconded the motion. The motion carried.