

**State Board of Assessors
Meeting Minutes
Tuesday, March 12, 2024**

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

Board members in attendance:

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

Averi Turner was unable to attend.

This is Lori Schwendemann's final meeting due to her retirement at the end of March.

Mike Wacker, Chair of the MAAO Education Steering Committee, and Amanda Dutcher, MAAO Education Coordinator, will attend the meeting at 2:00pm to present planned educational offerings.

Agenda for the March 12, 2024, meeting was reviewed. David Parsons motioned to approve the agenda. Anne Grunert seconded the motion. The motion carried.

Minutes of the January 9, 2024, meeting was reviewed. Lori Schwendemann moved to approve the minutes. David Parsons seconded the motion. The motion carried.

Updates

- **Rules:** A final rule adoption submission was sent to the Office of Administrative Hearings Law Judge on March 1, 2024. The Judge has 14 days to review and approve the rule adoption. It is expected that the final updated rule will be published in the State Register near the end of March. The updated rule goes into effect five days after publication in the State Register.
- **Form Report:** Since July 1, 2023, the start of fiscal year 2024, 28 reports have been submitted, 24 reports were approved, 4 reports are being graded and 15 assessors received their AMA.
- **Grading Committees:** Patrick Chapman, grading chair, contacted all current graders to see if they will continue to grade reports in 2024. Most responded that they would continue to be graders, except for Ann Miller who is retiring mid-2024 and Keith Kern who will be fully retired at the beginning of the next licensing cycle.
 - **Form Report Graders;** Tammy Anderson, Tom Brandt, Pat Chapman (Chair), Kyle Holmes, Ryan Johnson, Judy Lazar, Dave Parsons & Mark Vagts.
 - **Narrative Report Graders:** Patrick Chapman (Chair)
- **Course Review with Standards:** Nicole brought the document up to date with standards provided in CEH committee approval emails. The updated document is available in the BOA Virtual Room.
- **Complaint Summary:** Since January 2024, the Department of Revenue has received no new complaints, and closed all open complaints.
- **MAAO Conference Content Committee:** Anne Grunert provided an update from the January 25, 2024 meeting. Summer seminar and fall conference are being planned. Assessors will badge in and badge out of courses now for tracking attendance. The next meeting will be May 21, 2024.
- **MAAO Curriculum & Assessor Standards Committee:** The most recent meeting was March 7, 2024. Any updates will be provided at the May 14, 2024 board meeting.

- **MAAO Executive Board and Ad Hoc Committees:** David Parsons provided an update from the February 6, 2024 executive board meeting. Virtual ALP is switching from fall to winter. Handouts for courses will now be provided virtually. A 3rd party software will be used for proctoring of online exams. DOR said PACE for the next licensing cycle will be handled similarly to the current licensing cycle. Clerical staff will be able to be certified as a certified assessor technician with MAAO/MAAP – tentative start date is July 1, 2024.
- **MAAO Future Education Offerings:** Mike Wacker and Amanda Dutcher presented planned educational offerings. In 2023 courses were back to pre-COVID attendance numbers! Basic income and basic apartment courses are going to be reviewed w/in the next 1-1.5 years. Looking into education that crosses into real estate and appraiser content to strengthen the network.
- **Tax Calc Exam:** The exam is not currently eligible for PACE credit. The Tax Calc Certification is currently being updated and may be reviewed for PACE credit at a later date.

Discussion Items

- **Reinstatement Procedures for Failure to Meet PACE Course Requirement:** The subcommittee consisting of Jane Grossinger, Lori Schwendemann, Mark Vagts, and Kelly Ydstie has identified a process including:
 - required test on PACE information to be proctored during the July 9, 2024 board meeting
 - late fee of \$100 plus an additional \$50 per remaining PACE credit required (for example, an assessor who has acquired 20 PACE credits still needs an additional 10 credits to meet the requirement and will pay a total fee of \$600)
 - The test must be passed, and the fees paid before an assessor is eligible for reinstatement.
 - Kelly Ydstie made a motion to approve the policy; Lori Schwendemann seconded the motion; the motion passed with none opposed.
- **April Newsletter:** Topics were discussed for the April 2024 Newsletter.
- **Virtual Meeting Attendance:** Virtual meeting attendance guidelines were discussed – the bylaws will be updated.
- **Possible Conflict of Interest:** Appraiser board member Pat Grengs is on the Continuing Education Committee. The board discussed if his membership on the Northstar Chapter of the Appraisal Institute Education Committee presents a conflict of interest. All members agreed that there is no conflict of interest.
- **Assessor Licensure Standards:** The CEH committee will suggest new standards as they are identified during the course approval process.
- **Licensure Course Review:** Tabled for May 14, 2024 meeting.

Approved Continuing Education Hours Requests

- **Intro & Advanced Excel for Assessors:** Amanda Dutcher requested the board review this course sponsored by MAAO, which will be held online on December 11 & 18, 2023, for 4 continuing education hours.
- **Property Tax Calculation Certification:** David Parsons requested the board review this certification exam, sponsored by DOR, that is held virtually, for 2 continuing education hours.
- **General Appraiser Site Valuation & Cost Approach:** Brett Hall requested the board review the course General Appraiser Site Valuation & Cost Approach sponsored by North Star Chapter of Appraisal Institute, that will be held February 5 - 8, 2024, in Bloomington, MN for 30 continuing education hours.

Denied Continuing Education Hours Requests

- **Deal Makers - End of Year Wrap Up for Office, Retail, Industrial, & Economic Market:** Ryan Herlofsky requested the board review the course Deal Makers - End of Year Wrap Up for Office, Retail, Industrial, & Economic Market sponsored by Hennepin County, that will be held on

November 30, 2023, in St. Louis Park, MN for 4 continuing education hours. The consensus of the CEH committee was that this class does not have enough relevant assessment related education to consider it for continuing education.

- **2023 Office Summit:** Ryan Herlofsky requested the board review the 2023 Office Summit sponsored by MN Real Estate Journal, that will be held on December 1, 2023, in Golden Valley, MN for 4 continuing education hours. The CEH committee determined that this meeting is more closely tied to real estate agents, developers, etc., and does not have assessment-related education.

Approved Applications for Certified Minnesota Assessor

- **Steven Elzenga**, Redwood County
- **Aaron Huston**, Ramsey County
- **Amber Kleinhuizen**, Redwood County
- **Jennifer Perreault**, Polk County
- **Vincent Scheele**, Chisago County
- **Elyse Sorenson**, Blue Earth County
- **Sara Stubfors**, Goodhue County
- **Jordan Willemssen**, Blue Earth County
- **Kong Yang**, Anoka County

Approved Applications for Certified Minnesota Assessor Specialist IQ

- **Alexandra Erickson**, Marshall County
- **Hosea Hall**, Olmsted County
- **Kiya Hanson**, Wadena County
- **Jaysie Henderson**, Ramsey County
- **Michael McGinnis**, Otter Tail County
- **Rhonda Nelson**, Wadena County
- **Matt Vongroven**, Marshall County

Approved Applications for Accredited Minnesota Assessor

- **John Egan**, Carver County
- **Amy McNamara**, City of Minnetonka
- **Sarah Tini**, St. Louis County

Applications for Senior Accredited Minnesota Assessor

- Mike Reed made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
Jesse Jacobson, Redwood County
Lori Schwendemann seconded the motion. The motion carried with none opposed.
- Pat Grengs made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
Lisa Olson, Mille Lacs County
Anne Grunert 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.
Lisa Glass, DOR – State Assessed Property
Lori Schwendemann seconded the motion. The motion carried with none opposed.
Mark Vagts and Kelly Ydstie recused themselves from participating in Lisa's interview as DOR employees.

The chairperson set the next meeting date as Tuesday, May 14, 2024, at St. Michael City Center, St. Michael, MN at 8:30 am.

David Parsons made a motion to pay the expenses for the meeting. Anne Grunert seconded the motion. The motion carried.

Lori Schwendemann made a motion to adjourn the meeting. Kelly Ydstie seconded the motion. The motion carried.