

**State Board of Assessors
Meeting Minutes
Tuesday, May 14, 2024**

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

Board members in attendance:

Jane Grossinger	Ryan Johnson
Anne Grunert	Mark Vagts
Kelly Ydstie	Mike Reed
David Parsons	Pat Grengs
	Averi Turner

Averi Turner arrived at 8:33am. Anne Grunert arrived at 8:42am. Mark Vagts arrived at 9:30am.

Agenda for the May 14, 2024 meeting was reviewed. David Parsons motioned to approve the agenda. Mike Reed seconded the motion. The motion carried.

Minutes of the March 12, 2024 meeting was reviewed. Mike Reed moved to approve the minutes. Averi Turner seconded the motion. The motion carried.

Updates

- **License Renewals:** The period for assessor license renewals will begin May 16, 2024, and end June 30, 2024.
- **Rules:** The rules will be published in the State Register on May 20, 2024 – they become effective 5 days after publication.
- **Form Report:** Since July 1, 2023, the start of fiscal year 2024, 37 reports have been submitted, 31 reports were approved, 5 reports are being graded and 20 assessors received their AMA.
- **Complaint Summary:** Since March 2024, the Department of Revenue has received no new complaints, and closed all open complaints.
- **MAAO Conference Content Committee:** No updates – the Conference Content Committee meets next on May 21, 2024.
- **MAAO Curriculum & Assessor Standards Committee:** The most recent meeting was March 7, 2024.
- **MAAO Executive Board and Ad Hoc Committees:** No updates – the Executive Board meets next on May 21, 2024.

Discussion Items

- **Reinstatement Procedures for Failure to Meet PACE Course Requirement:** Nicole provided an update on the approximate number of assessors who will need to take the PACE test before their license can be reinstated. The test will take place on July 9, 2024 from 9am-1pm in the St. Michael South Chamber. The board reviewed proposed Absorb registration information and discussed proctored test opportunities for assessors who are not able to attend the July board meeting.
- **SAMA Management & Leadership Policy Review:** Derek Perkins requested the board review the policy stating:

Any post-secondary degree or professional certificate submitted for approval must have been received within 8 years of applying for SAMA licensure

Derek has submitted his degree transcripts from 2010-2014 for consideration (**see Request for Licensure Course Approval below**)

- **Assessor Licensure Standards:** The standards are being continuously reviewed for any changes or updates.
- **Licensure Course Review:** The board discussed the steps for licensure review.

Request for Licensure Course Approval

- **Marketing Bachelor of Business Administration:** The board reviewed Derek Perkins' University of Minnesota - Duluth 2010-2014 college degree as completion of the Management & Leadership course requirement (dependent on the SAMA Management & Leadership Policy Review above). The request has been tabled until the July 9, 2024 board meeting.

Approved Continuing Education Hours Requests

- **2024 (25th) Annual Trends Seminar:** The CEH committee reviewed this course, sponsored by North Star Chapter of Appraisal Institute, which will be held in St. Louis Park, MN on 5/23/2024, for 8 continuing education hours.
- **Advanced Residential Report Writing/Part 2:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered online June 18-28 and December 9-19, 2024, for 28 continuing education hours with an optional exam for an additional 2 continuing education hours for a possible total of 30 CEHs.
- **Analyzing Operating Expenses:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs.
- **Appraisal of Manufactured Homes:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7.5 CEHs.
- **Appraiser's Guide to Expert Witnessing:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs.
- **Appraising Automobile Dealerships:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs.
- **Appraising Condos, Co-ops, and PUDs:** Teresa Mitchell requested the board review the course Appraising Condos, Co-ops, and PUDs, sponsored by Appraisal Institute, which is available on-demand online, for 7 continuing education hours.
- **Appraising Residential Property on Tribal Lands in Closed Market Areas:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 4 CEHs.
- **Comparative Analysis:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs.
- **Forecasting Revenue:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs.
- **Fundamentals of Apartment Appraising:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs.
- **PACE: Being a Good Resource:** The CEH committee reviewed this course, sponsored by MN Revenue Property Tax Division Outreach Team, for 2 continuing education hours. This course will be held virtually on June 6, 2024, from 1PM-3PM (and will be the final PACE course offered during this licensing cycle).
- **Practical Applications of the Residential Sales Comparison Approach:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 4 CEHs.
- **Rates and Ratios: Making Sense of GIMs, OARs, and DCF:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs.
- **Residential and Commercial Valuation of Solar:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 14 CEHs with a 1-hour exam for a total of 15 CEHs.

Approved Continuing Education Hours Requests (continued)

- **Residential Report Writing and Case Studies:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 14 CEHs with a 1-hour exam for a total of 15 CEHs.
- **Valuation Overview of Accessory Dwelling Units:** The CEH committee reviewed this course, sponsored by Appraisal Institute, that will be held in Lake Elmo, MN on 5/1/2024, for 7 continuing education hours.

Denied Continuing Education Hours Requests

- **32nd Annual Real Estate Forum:** The CEH Committee agreed to deny the 32nd Annual Real Estate Forum sponsored by the City of Brooklyn Park, that was held in Brooklyn Park, MN on March 7, 2024, for 3 continuing education hours. This meeting does not have enough relevant assessment related education to consider it for continuing education.
- **Business Practices and Ethics:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 6 CEHs. Most of the course content is specific to Appraisal Institute.
- **Eminent Domain and Condemnation:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs. The content of this course is not relevant to assessors.
- **Expand Your Practice: Arbitration Do's and Don'ts:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs. The consensus was that the content of this course is not relevant to the assessor standards.
- **FHA Appraising—Principles and Procedures:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs. The consensus was that the content of this course is not relevant to the assessor standards.
- **Introduction to Green Buildings: Principles & Concepts:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an on-demand online format for 7 CEHs plus a 1-hour exam, for a total of 8 CEHs. The consensus was that there is not enough "Appraisal Theory" and applied appraisal practices / principles that would rise to the level of MN Assessor CEH approval.

Approved Applications for Certified Minnesota Assessor

- **Courtney Brambrink**, Mille Lacs County
- **Tiffany Hoyhtya**, Polk County
- **Becca McInnis**, Goodhue County
- **Cassandra Roseth**, St. Louis County
- **Stephanie Van Dyke**, Nobles County

Approved Applications for Certified Minnesota Assessor Specialist IQ

- **Jared Brooks**, Rice County
- **Gavin Klein**, Kandiyohi County
- **Robert Ruter**, Kandiyohi County
- **Ryan Welscher**, Fillmore County

Approved Applications for Temporary IQ

- **Andrew Doyle**, Hennepin County

Approved Applications for Accredited Minnesota Assessor

- **Bradin Wyffels**, Lyon County
- **Chad Cernohous**, Washington County
- **Benjamin Hager**, Steele County
- **Laura Williams**, City of Minneapolis

Applications for Senior Accredited Minnesota Assessor

- Mike Reed made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
Melissa Voigt, Meeker County
Ryan Johnson seconded the motion. The motion carried with none opposed.
Jane Grossinger recused herself from participating in Melissa's interview because she has provided guidance during Melissa's licensing journey.
- Anne Grunert made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.
Anthony Troumbly, Itasca 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 Vinkemeier, Cass County
Ryan Johnson seconded the motion. The motion carried with none opposed.

The chairperson set the next meeting date as Tuesday, July 9, 2024, at St. Michael City Center, St. Michael, MN at 8:30 am.

Mike Reed made a motion to pay the expenses for the meeting. Averi Turner seconded the motion. The motion carried.

Jane Grossinger made a motion to adjourn the meeting. Averi Turner seconded the motion. The motion carried.