

**State Board of Assessors
Meeting Minutes
Tuesday, July 9, 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	Pat Grengs
David Parsons	Averi Turner

Averi Turner attended virtually and signed off after the oral interview. Mike Reed was unable to attend.

Agenda for the July 9, 2024 meeting was reviewed. David Parsons motioned to approve the agenda. Ryan Johnson seconded the motion. The motion carried.

Minutes of the May 14, 2024 meeting was reviewed. Pat Grengs moved to approve the minutes. Dave Parsons seconded the motion. The motion carried.

Updates

- **Form Report:** Since July 1, 2023, the start of fiscal year 2024, 41 reports have been submitted, 36 reports were approved, 5 reports are being graded and 23 assessors received their AMA.
- **Complaint Summary:** Since May 2024, the Department of Revenue has received two new complaints, and is currently reviewing them to determine next steps. No new investigations have been opened.
- **MAAO Conference Content Committee:** Anne Grunert gave a short overview of the survey results from MAAO Summer Seminars. Overall, the feedback was very positive.
- **MAAO Curriculum & Assessor Standards Committee:** The most recent meeting was May 14, 2024; next meeting to be determined.

Completed Action Items:

- Advanced Ag Course review

In Progress/Pending Action Items:

- Looking to recruit a few members
- Awaiting LEAD & Res. 101 course materials for review
- Awaiting Basic Apartments, Ag, and Income course materials for review
- **MAAO Executive Board and Ad Hoc Committees:** David Parsons encouraged MAAP to submit any planned education to the board for approval.
- **Licensure Course Review:** 32 out of 63 licensure courses have been reviewed. The goal is to have reviews completed by 12/31/2024.

Discussion Items

- **Reinstatement Procedures for Failure to Meet PACE Course Requirement:** The exam was completed by 6 assessors, with 4 having a passing grade of 70% or greater. Those who did not pass will schedule a proctored retest with no fee.
- **SAMA Management & Leadership Policy Review:** This discussion was continued from the May meeting; 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.

(discussion item continued on next page)

Derek has submitted his degree transcripts from 2010-2014 for consideration. Kelly made a motion to deny the request to make an exception to the board's policy; Anne seconded. The motion carried with Averil Turner opposed.

- **Ethics for Trainees:** The board is exploring the option to have Ethics as a requirement for the CMA and CMA IQ licenses. This discussion will be continued at the September board meeting.
- **Board Work Plan:** The board reviewed the work plan. Nicole will compare any course approvals to the assessor standards to identify any standards that are not covered in courses or are underutilized.

Approved Continuing Education Hours Requests

- **2024 MAAP Summer Seminars:** The committee reviewed this conference, sponsored by MAAP, which will be held in Wilmar, MN August 15 – 16, 2024, for 10.5 CEHs.
- **2024 Wichita Property Tax Conference – Advanced Course:** The CEH committee reviewed this conference, sponsored by Wichita State University, which will be held in Wichita, KS July 29-31, 2024, for 18 CEHs.
- **2024 Wichita Property Tax Conference – Principles Course:** The CEH committee reviewed this conference, sponsored by Wichita State University, which will be held in Wichita, KS July 29-31, 2024, for 14.25 CEHs.
- **Agriculture: Classification, Programs, Homesteads, Sales & Assessment:** The CEH committee reviewed this course, sponsored by MAAP, which will be held in Wilmar, MN August 16, 2024, for 4 CEHs
- **Reading Legal Descriptions - Advanced Level:** The CEH committee reviewed this course, sponsored by Pro-West & Associates, which is offered in an online on-demand format, for 4 CEHs.
- **Small Hotel/Motel Valuation:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an online on-demand format, for 7 CEHs.
- **Thinking Outside the Form: Tools, Techniques, and Opportunities for Residential Appraising:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an online on-demand format, for 4 CEHs.
- **Valuation Bias: The Invisible Fence of Racial Discrimination:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an online on-demand format, for 5 CEHs.
- **WIN Workshop-Getting Along: Navigating Conflict in the Workplace:** The CEH committee reviewed this workshop, sponsored by IAAO, which is offered in an online on-demand format, for 6 CEHs.

Denied Continuing Education Hours Requests

- **The Discounted Cash Flow Model: Concepts, Issues, and Applications:** The CEH committee reviewed this course, sponsored by Appraisal Institute, which is offered in an online on-demand format, for 5 CEHs. The consensus was that this course does not cover a technique used by assessors.

Denied Licensure Education Requests

- **Basic Appraisal Principles:** The CEH committee reviewed this course, sponsored by The CE Shop, which is offered in an online on-demand format, for 30 CEHs. The consensus was that the CEH committee has never heard of The CE Shop and hours completed was much less than 30 hours.
- **Basic Appraisal Procedures:** The CEH committee reviewed this course, sponsored by The CE Shop, which is offered in an online on-demand format, for 30 CEHs. The consensus was that the CEH committee has never heard of The CE Shop and hours completed was much less than 30 hours.
- **Marketing Bachelor of Business Administration:** Derek Perkins submitted his University of Minnesota - Duluth 2010-2014 college degree as completion of the Management & Leadership course requirement. This request is dependent on the SAMA Management & Leadership Policy Review above.

Approved Applications for Certified Minnesota Assessor

- **Grant Bahl**, Steele County
- **Ryan Bauman**, Hennepin County
- **Haley Boltjes**, Rock County
- **Sarah Christopher**, Lac Qui Parle County
- **Alexis DeGroot**, Pipestone County
- **Patrick Dunn**, Waseca County
- **Cheryl Gleghorn**, Olmsted County
- **Dylan Grimm**, Hennepin County
- **Michelle Leigh**, Carver County
- **Kendall Robinson**, Olmsted County
- **Sherry Root**, Waseca County
- **Kathleen Wall**, Lincoln County

Approved Applications for Certified Minnesota Assessor Specialist IQ

- **Sherril Brumm**, Hennepin County
- **Gregory Klevos**, Olmsted County

Approved Applications for Accredited Minnesota Assessor

- **Melody Devine**, Hennepin County
- **Nick Herling**, Roseau County
- **Christopher Joelson**, City of Minneapolis
- **Larry Rock**, Renville County

Applications for Senior Accredited Minnesota Assessor

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

James Erin Hughes, City of Edina

Anne Grunert seconded the motion. The motion carried with none opposed.

The chairperson set the next meeting date as Tuesday, September 10, 2024, at St. Michael City Center, St. Michael, MN at 8:30 am.

Anne Grunert made a motion to pay the expenses for the meeting. Kelly Ydstie seconded the motion. The motion carried.

Patrick Grengs made a motion to adjourn the meeting. David Parsons seconded the motion. The motion carried.