



MINNESOTA ASSOCIATION of ASSESSING OFFICERS

Supporting Quality Assessments Since 1949



2014 Fall Conference

Duluth, Minnesota

- ✚ Commissioner of Revenue's Annual Meeting with Assessors
- ✚ MAAO Annual Meeting and Election of Officers
- ✚ Topical Educational Seminars
- ✚ Social Events

September 21st - September 24th, 2014



Unbeatable Views at One of the Top Hotels in Duluth, MN

Perfectly located in the heart of downtown Duluth with breathtaking views of Lake Superior, the Radisson Duluth-Harborview is an urban oasis for travelers of all types. During your stay, make use of a variety of on-site amenities, including complimentary Wi-Fi, a heated indoor pool, a fitness center and the impressive revolving restaurant, JJ Astor. This hotel's central location in Duluth, MN makes it easy to attend events at the nearby Duluth Entertainment Convention Center or visit top attractions like the famous Canal Park, the Aerial Lift Bridge and the Lakewalk.

The Radisson Duluth Harborview is offering sleeping rooms at the following rates:

Run of House Single/Double **\$79.00**
Subject to appropriate state, local and occupancy tax

For reservations call the hotel direct at 218-727-8981 or go to www.radisson.com/reservation and enter *Duluth, MN* for location, the dates you want to stay and the promotional code *MAAO*.

The cut-off date for room reservations is August 22, 2014.

Commissioner of Revenue's Annual Meeting with Assessors

Commissioner of Revenue Myron Frans and staff will hold the Annual Meeting with Assessors on Monday, September 22nd from 9:00AM to noon. This session promises to be full of new information and timely announcements.

MAAO Annual Meeting

The Minnesota Association of Assessing Officers invites you to the 68th Annual Conference of the MAAO. The conference includes the Commissioner of Revenue's Annual Meeting with Assessors; the Annual Meeting of the

MAAO and the MAAO sponsored seminars for continuing education. Sunday night at 6:00 we will have an opening reception at *Grandma's Sports Garden Bar and Grill* in Canal Park with catered food and cash bar. *Grandma's Sports Garden* is a casual, lively adventure to the past... where you're surrounded by authentic collectibles and an eager staff ready, willing, and able to please! It's full of games, TVs, and wide open spaces of fun.



On Monday evening conference participants will be welcomed to the *Lake Superior Railroad Museum at The Depot*, Rated THE BEST railroad museum in the country, the *Lake Superior Railroad Museum* houses historic rail artifacts from Minnesota and across the country. While touring the train museum there will be hors d'oeuvres and a cash bar. After the tour, participants are on their own for the rest of the evening.

MAAO Vendors Area

MAAO welcomes the vendors that contribute to the Fall Conference. All vendors will be situated in the Great Hall Foyer. Please contact the Marcy Wojick at 218-727-8981 Extension 4015 for a table reservation. Please stop by and talk with them. In addition to our break area we will have the IAAO tables in that room.

MAAO Hospitality Room

Region 9 will host the MAAO Hospitality Room. The event will be held at the 15th floor Presidential Suite at the Radisson Duluth Harborview. The room will be open at times that do not conflict with an organized MAAO event and until 1:00 am.

Questions??? Paul Knutson, MAAO Conference Coordinator @ 507-332-6152, pknutson@co.rice.mn.us or Tami Paulson, MAAO Assistant Conference Coordinator @ 507-328-7668. paulson.tami@co.olmsted.mn.us

AGENDA

Sunday, September 21st

2:00 pm - 5:00 pm
3:00
6:00 pm

Conference Registration - Great Hall Foyer
Executive Board - Viking Room
Opening Reception - Grandma's Sports Garden, Canal Park

Monday, September 22nd

8:00 am- Noon
9:00 am - Noon
Noon - 1:00 pm
1:00 am- 3:30 pm
5:30 pm - 7:30 pm
7:30

Registration - Great Hall Foyer
Commissioner of Revenue Meeting - Great Hall
Lunch - The Depot Great Hall
MAAO Annual Meeting - Great Hall
Reception and tour - Lake Superior Railroad Museum
Dinner on your own

Tuesday, September 23rd

7:30 AM
9:00 am - Noon
Noon - 1:00 pm
1:00 pm - 5:00 pm
6:00 pm - 7:00 pm
7:00 pm - 8:00 pm
8:30 pm

Past President's Breakfast - Missabe Room
MAAO Annual Meeting - Great Hall
Lunch - The Depot Great Hall
Educational Seminars - Radisson breakout rooms
Reception - J.J.Astor revolving restaurant
Annual Banquet - Great Hall
Awards and Presentations - Great Hall

Wednesday, September 24th

8:00 am - Noon

Educational Seminars - Radisson Breakout Rooms

EDUCATIONAL SEMINARS

Choose one 4-hour seminar (Tues or Wed), two 4-hour seminars (Tues & Wed) or 3 hour Ethics



FS1 Ethics for MN Assessors 3 Hrs Tues - MN Dept. of Revenue: This three-hour course has been updated and emphasizes professional conduct and standardized assessment practices within an ethical context. Numerous case studies, scenarios, and discussion points have been added to allow for the participants to think through the dilemmas presented and relate them to their own professional and personal lives. Ethics is no longer offered in the Professional Assessment Certification and Education (PACE) course. Therefore, all licensed AMA's and SAMA's will need to take a stand alone course for the July 1, 2012-June 30, 2016 licensing period. *****THE STATE BOARD OF ASSESSORS GRANTS THREE (3) CEH FOR THIS SEMINAR! - Limit Class Size of 50**



FS2 Assessing the Person 4 Hrs Tues - MN Department of Revenue Staff: Assessors are charged with assessing property based on its use, but some parts of the property tax system are based not on the property, but on the person living inside it! This seminar will cover a variety of topics related to personal data used by assessors' offices, programs that require individual information, and data privacy concerns. We will cover the basics of programs such as 1b blind/disabled homestead and the disabled veterans' market value exclusion, and then discuss data privacy implications of those programs. We will discuss issues related to Social Security Numbers and Individual Taxpayer Identification Numbers. We will also go over case studies related to homesteads for foreign citizens, what to do when a property owner in a personal program such as disabled veterans' exclusion moves to a new home, and Social Security verification.



FS3 VERIFICATION AND ADJUSTMENT OF SALES: THERE IS NO SUCH THING AS A "BAD" SALE 4 hrs Tues - Instructors: Stephen Baker, Laura Fridgen, Jason McCaslin, Amy Rausch, Michael Thompson This will be a comprehensive sales verification seminar which will include discussion about the February 4, 2014 MN DOR memo which highlighted various best practices for assessors when verifying sales. Additional topics of discussion will include some common questions such as; when it's appropriate to utilize reject codes, what is "sales chasing" and "cherry-picking", what is considered personal property, identifying leased-fee vs. fee-simple, what is tangible vs. intangible and what types of adjustments should be made to sales prices, including new construction, business licenses, "goodwill", etc. We will also discuss the importance of market conditions (time) adjustments, and we'll demonstrate the process of analyzing real world data through utilization of "tcalc" and other analysis tools.



FS4 MN RESIDENTIAL FORM REPORT 4 Hrs Tuesday - Instructors: Form Report

Instructors and Graders: This seminar will assist individuals in writing a residential demonstration form report. The student will be provided the most complete and up to date checklist for the candidates to refer to as they write their report. The student reference manual will provide step-by-step instructions for writing the report and will include many examples to help them successfully complete their report.



FS5 BUSINESS WRITING FOR ASSESSORS 4 Hrs Wed - Instructor: John Gellatly,

Retired City of Duluth Assessor: We'll begin with an analysis of concepts that assessors must attempt to explain to taxpayers and the value of written messages to that attempt. This is followed by instructions in building the foundation of lucid writing to successfully establish the writer's meaning in the mind of the reader: choice of words, sentence structure, organization of the message, and presentation. Examples related to the assessment field and other occupations are offered as well as sample outlines and letters dealing with assessment administration issues.



FS6 Ethics for MN Assessors 3 Hrs Wed - MN Dept. of Revenue: This three-hour

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FS7 MN RESIDENTIAL FORM REPORT - HANDS ON 4 Hrs Wed - Instructors: Form Report Instructors and Graders: This workshop will be a hands-on experience where candidates can bring their form reports, all of their data, and have four uninterrupted hours to work on their report. Form Report Instructors and Graders will be on hand to help with any questions or stumbling blocks you may encounter. **Please be prepared to work on your report. Bring more data than you think you need so you will have ample information and comparable sales to make suggested adjustments and changes. DON'T FORGET YOUR LAPTOP AND CALCULATOR.**

Continuing Education Hours (CEH). The State Board of Assessors will grant 3 CEHS for one three hour seminar, 4 CEHs for one four hour seminar, 7 CEHs for a one three hour seminar with one four hour seminar and 8 CEHs for two four hour seminars. There are no Commerce Credits applied for.