

M THE MAAO i N u t e

Our organization's way to provide you the most current information regarding all things related to MN Property Tax Assessment Administration.

Cheers to you on reaching the next step in your license!

Temporary CMA IQ

Michael Lillibridge, Ramsey

CMA

Lisa Anderson, Benton

Mya Barlage-Lillemon, Otter Tail

Trevor Courneya, Crow Wing

David Feuerhelm, Houston

Julie Geerdes, Lac qui Parle

Nick Herling, Roseau

Sheena Hillesheim, Brown

Ryan Larson, Marshall

Amy McNamara, Dakota

Sean Mello, Aitkin

Benjamin Mowers, Aitkin

Brock Nelson, Steele

Tammy Novak, Benton

Al Parrent, St. Louis

Linda Pospisil, Nobles

Lisa Steven, Kanabec

SAMA

Laura Aamodt, Washington

Robert Thompson, Cook

CMA IQ

Teresa Cornellison, Hennepin

Dan Cusick, Ramsey

Melody Devine, Hennepin

Ryan Herlofsky, Hennepin

Jaimee Jensen, Wright

Melissa Manke, Wright

Dustin Nelson, Itasca

Joseph Olson, Houston

James Wise, City of Eden Prairie

AMA

Lisa Braun, Pipestone

Scott Bullock, McLeod

Rebecca Heili, Washington

Zachary Hepburn, Hennepin

Amanda Nelson, Washington

Lucas Onstad, Houston

Kelsey Opsahl, Becker

Travis Scoblic, Meeker

Family Member Scholarship

Family Member Scholarship applications accepted January 1st - May 1st for the scholarship issued in 2021. See the [MAAO Scholarships webpage](#) for more information.

Safety Tips for Assessors

Be in Charge!

Whenever possible, be sure your cell phone has a full battery charge or is in the process of charging.

Be prepared: pre-program!

To best prepare for an emergency, pre-program important numbers into your cell phone. These may include your office, your roadside assistance service or garage, and 9-1-1.

Tips adapted from the [National Association of Realtors 56 Safety Tips for Realtors](#).

What's your #1 safety tip?

Please share your safety tips by email holly.soderbeck@state.mn.us.

MN Board of Assessors Update

Trainee Registration Update: Individuals working for an assessor as an **intern** for a short time are not required to be registered with the board as a trainee. Individuals who do full-time assessment work for an assessor's office are required to register with the Board within 30 days of hire to help us track the progress of meeting the requirements necessary for licensure within 3 years of first hire.

MAAO Education Update

Due to tightening COVID-19 restrictions, the January and February offerings of "Basic Appraisal Principles" and "Basic Appraisal Procedures" have been cancelled.

The January "Assessment Laws and Procedures with Ethics" course was postponed but has been rescheduled to **March 1 - 4, 2021**. Registration is now open for this course but space is limited. You can register via [MAAO's website](#).

We hope you enjoy reading the MAAO Newsletter. If you have ideas for content or would like to be part of publication, contact us at:

holly.soderbeck@state.mn.us



**State Board of Assessors
Meeting Minutes
St. Michael City Center
Tuesday, September 22, 2020**

Chairperson Gregg Larson convened the meeting at 8:30am.

Board members in attendance:

Gary Amundson	Reed Heidelberg
Charlie Blekre	Gregg Larson
Andrea Fish	Mike Reed
Jane Grossinger	

Lori Schwendemann attended the meeting virtually.

Joy Kanne was unable to attend.

Agenda for the September 22, 2020 meeting was reviewed. Reed Heidelberg moved to approve the agenda. Charlie Blekre seconded the motion. The motion carried.

Minutes of the July 14, 2020 meeting were reviewed. Reed Heidelberg moved to approve the minutes. Mike Reed seconded the motion. The motion carried.

Updates

- **Form Report Update**

Dates	Submitted Reports	Approved Reports	Rejected Reports	Reports being Graded
July 1, 2013 – December 31, 2013	6	6	0	0
January 1, 2014 – December 31, 2014	24	24	0	0
January 1, 2015 – December 31, 2015	27	27	0	0
January 1, 2016 – December 31, 2016	57	57	0	0
January 1, 2017 – December 31, 2017	26	26	0	0
January 1, 2018 – December 31, 2018	25	24	1	0
January 1, 2019 – December 31, 2019	28	27	1	0
January 1, 2020 – September 22, 2020	38	29	2	7
Passed Reports (7/1/2013 – 7/14/2020)	Received AMA	Received SAMA	Received CMAS	Have not applied for AMA
220	167	14	5	36

Updates (cont.)

- **Rule Change:** The rule changes were officially adopted on August 3, 2020. An email was sent out to all licensed assessors on August 7, 2020, with a brief description of each rule change.
- **Complaint Summary:** Since July 2020, the Department of Revenue has received two new complaints. At this time all investigations have been closed, and no new cases have been opened.
- **MAAO Curriculum & Assessor Standards Committee Update by Gary Amundson:** Met with MAAO to discuss the Assessment Administration course, MAAO will be taking over this course in the future.

Approved Continuing Education Hours Requests

- **Accessibility Series Workshops:** Nancy Gunderson requested the board to review the webinar training workshops that include Excel, PowerPoint, PDF Forms & PDF Documents, sponsored by MnCCC (Minnesota Counties Computer Cooperative) that was held on August 19 & 26 and September 2 & 9, 2020 for continuing education. The board's continuing education committee approved this request for 4-5 hours of continuing education.
- **Business Practices & Ethics:** Brett Hall requested the board to review the format for a "live webinar" for this board approved seminar sponsored by North Star Chapter of Appraisal Institute for continuing education. The board's continuing education committee approved this request for 6 hours of continuing education.
- **High Performance Leadership Academy:** Penny Vikre requested the board to review this online academy sponsored by National Association of Counties (NACO) for continuing education. The board's continuing education committee approved this academy for 45 continuing education hours.
- **IAAO Virtual Annual Conference:** Brian Kieser requested the board to review this virtual conference sponsored by IAAO for continuing education. The board's continuing education committee approved this conference for up to 50 continuing education hours.
- **MAAO Fall Conference:** Jean Popp requested the board to review this conference sponsored by MAAO that will be held on September 27-30, 2020 in Duluth, MN for continuing education. The board's continuing education committee approved all of the seminars being offered at the conference, either in person and/or virtually, for continuing education hours.
- **Preparing for the MN Income Property Case Study Exam Workshop:** Emily Squyres requested the board to review the format for a "live webinar" for this workshop sponsored by MAAO that will be held on October 7-8, 2020 for continuing education. The board's continuing education committee approved this request for 8 hours of continuing education.
- **Reading Legal Descriptions:** Kyle Holmes requested the board to review this online seminar sponsored by Pro-West & Associates, Inc., that will be held on August 26-27, 2020 for continuing education. The board's continuing education committee approved this online seminar for up to 6 continuing education hours.

Approved Continuing Education Hours Requests (cont.)

- **Women's Initiative Workshop 2020:** Brian Kieser requested the board to review this virtual training, sponsored by IAAO that was held on September 2-3 and September 9-10, 2020 for continuing education. The board's continuing education committee approved this request for up to 16 hours of continuing education.

Andrea Fish made a motion, to discuss the requests for licensure course approval, after the Board discussion items. Reed Heidelberger seconded the motion. The motion carried.

Application for Certified Minnesota Assessor

Reed Heidelberger made a motion to award the Certified Minnesota Assessor license to the following individuals.

Jessica Harty, Wilkin County

Michael Perez, Wabasha County

Rob Williamson, City of Minneapolis

Gary Amundson seconded the motion. The motion carried.

Application for Accredited Minnesota Assessor

Jane Grossinger made a motion to award the Accredited Minnesota Assessor license to the following individuals.

Alex Bersie, Wright County

Michael Czech, Kandiyohi County

Jeremy Gleason, Kandiyohi County

William Hilback, Itasca County

James Hilden, Kandiyohi County

Jeremy Kobiellush, Dakota County

Laura Ramboldt, Goodhue County

David Sitek, Ramsey County

Nicky Strain-Fillion, Mille Lacs County

Mike Reed seconded the motion. The motion carried.

Application for Senior Accredited Minnesota Assessor

Andrea Fish made a motion to award the Senior Accredited Minnesota Assessor license to the following individuals.

Lorri Houtsma, Pine County

Jacob Pidde, Stearns County

Jane Grossinger seconded the motion. The motion carried.

Appointment with the Board

Amanda Nelson met with the board to discuss the new AMA requirements and the timing of her AMA application. Amanda requested the board to allow her AMA application to be accepted on the basis that she completed all of the AMA requirements prior to the board's rule changes. Mike Reed made a motion to deny the request. Reed Heidelbergberger seconded the motion. The motion carried.

Discussion Items

- **Board Survey:** The board decided it was a good starting point to survey the board members, to help the board create a cohesive mission and vision of their work. The Department of Revenue will be sending out a survey to members of the board for individual (and anonymous) feedback on the boards work, purpose, successes, and challenges.
- **Post-Secondary Management & Leadership Courses:** After much discussion, the board created the following policies for accepting post-secondary management & leadership degrees or professional certificate programs.
 - Andrea Fish made the motion to add the following licensure education policy: In order to qualify as required management or leadership education for the SAMA license, post-secondary education must be a 4-year degree with a major or minor in a business management field, or another field with a similar management or leadership focus, from an accredited college or university, or a professional certificate program in leadership or management with at least 30 hours of instruction. Reed Heidelbergberger seconded the motion. The motion carried.
 - Andrea Fish made the motion to add the following licensure education policy: For management and leadership courses for SAMA licensure, an exam is not required. However, the board may ask the assessor to demonstrate the practical knowledge gained from the course(s). Reed Heidelbergberger seconded the motion. The motion carried.
- **Management & Leadership Courses:** After much discussion, the board created the following policies for accepting management & leadership courses.
 - Andrea Fish made the motion to add the following licensure education policy: Any post-secondary degree or professional certificate submitted for approval must have been received within 8 years of applying for SAMA licensure.
 - Reed Heidelbergberger made the motion to add the following licensure education policy: Any management or leadership course submitted for approval must have a minimum of 15 hours of instruction to be considered.
- **15-Hour Property Type Specific Courses:** After much discussion, the board created the following policy for accepting 15-hour property type specific courses.
 - Reed Heidelbergberger made the motion to add the following licensure education policy: Any 15-Hour property-type specific course must have been taken within the previous eight years of applying for AMA licensure. Gary Amundson seconded the motion. The motion carried.

Request for Licensure Course Approval

- Annalee Jones is requesting the board review the Animal Systems Management course sponsored by the University of Minnesota to be considered as equivalent to a Management & Leadership course. The board reviewed the request and determined that it did not closely align with leadership and management skills courses the board would normally approve for licensure. Jane Grossinger made a motion to deny the request. Charlie Blekre seconded the motion. The motion carried.
- Melanie Putz is requesting the board review the Supervisory & Leadership Certificate course sponsored by Normandale Community College to be considered as equivalent to a Management & Leadership course. Mike Reed made a motion to approve the request. Reed Heidelberger seconded the motion. The motion carried.
- Michael Wirth is requesting the board review management courses sponsored by St. John's University to be considered as equivalent to a Management & Leadership course. Because the course was taken longer than 8 years ago, Mike Reed made a motion to deny the request. Gary Amundson seconded the motion. The motion carried.
- Jon Packer is requesting the board review management courses taken for the 4-year Real Estate Degree and sponsored by St. Cloud State University to be considered as equivalent to a Management & Leadership course. Because these courses were not part of a major or minor degree program, Mike Reed made a motion to deny the request based on the information provided as of this date. Reed Heidelberger seconded the motion. The motion carried.
- **High Performance Leadership Academy:** The board reviewed this course sponsored by National Association of Counties (NACO) as qualifying for a management & leadership course. Reed Heidelberger made a motion to approve. Mike Reed seconded the motion. The motion passed.
- **Continuing Education Course List:** Board members reviewed all of the online courses that had been approved during the previous 4-year cycle. Many of the courses that had been approved are still available online, while others are no longer listed on the sponsoring organizations' websites and have since been removed.
- **Basic Appraisal Procedures from Kaplan:** After a comparison of this course with the AMA Standards, Jane Grossinger delivered the opinion that it has a good base of the topics and this course should continue to be used as a qualifying licensure course.
- **Online seminars and courses:** Gregg Larson provided a handout from the National Standards for Quality Online Courses for the board to review. The information provides standards that the Board can use when reviewing online course requests. Gregg will put together a list of the online standards that fit the boards needs and share the information at the November board meeting.

The chairperson set the next meeting date as Tuesday, November 17, 2020 as a virtual meeting, unless more than one oral interview is requested, then the meeting will be held at the St. Michael City Center in St. Michael, MN at 8:30 am.

Andrea Fish made a motion to pay the expenses for the meeting. Mike Reed seconded the motion. The motion carried.

Andrea Fish made a motion to adjourn the meeting. Reed Heidelberger seconded the motion. The motion carried.