



“Preparing for the Future”

<http://www.mnmaao.org/>

Minnesota Association of Assessing Officers 2012 Summer Seminars

May 23 – 24, 2012 Holiday Inn St Cloud



The 2012 Summer Seminars are offering 12 topical seminars for assessors. The registration fees are:

Register on or before April 27, 2012 and receive an early registration discount:

MAAO Member **\$160.00**

Non-Member **\$235.00**

Register after April 27, 2012:

MAAO Member **\$180.00**

Non-Member **\$255.00**

To become a MAAO member and receive the preferred registration fee, contact Membership at <http://www.mnmaao.org/>. The registration fee includes materials, refreshment breaks, Wednesday lunch, Wednesday dinner at *The Grands at Mulligan's* and Thursday breakfast buffet.

President Stephen Baker will open the event with greetings and announcements at 9:30 AM on Wednesday. President Baker issues the following theme: *Preparing for the Future*. “Our Summer Seminars affords us the opportunity to reflect on the year past, and the year ahead. All our offices are undergoing changes; our business changes, old friends retire, new friends join our profession, our one constant is change. How do we prepare?” We look forward to seeing you in St Cloud!

MINNESOTA • REVENUE ■

The Commissioner of Revenue, Myron Frans, will speak on Property Tax Reform and DOR staff members, Jim Biggs and Drew Imes will present the latest information on eCRV Phase 3 from 9:45 to 11:45AM on Wednesday, May 23rd.

8 CEH's for attendance at the Summer Seminar sessions have been approved by the State Board of Assessors. The State Board of Assessors will meet on Monday, May 21st at the Lake George Municipal Complex in St Cloud..

The Holiday Inn of St Cloud has reserved a block of rooms for the event at the following rates:

Standard Queen, Double or Pool View 2 nd Floor	\$84.95 + tax
Poolside, Poolview and Kidzone	\$89.95 + tax
Atrium suites upper level	\$103.95 + tax

These prices are for single or double occupancy. Call or book via Internet before **April 30, 2012** to reserve rooms at these prices. The phone number for the Holiday Inn St Cloud is **320-253-9000**, mention **MAAO**.

Internet booking Directions: www.holidayinn.com/stcloudmn . Put in the dates of check-in and check-out and



HI On Line
Reservations maaod

use the Group Booking Code: **MAO**

The Annual Silent Auction will be held on Wednesday beginning at 10:00 a.m. and continuing until one half hour after dinner at *The Grands at Mulligans*. If you have items to donate, notify Jane Grossinger, 320.398.6705 or jgrossinger@ci.st-michael.mn.us. The proceeds from the auction will be determined at the next MAAO Executive Board meeting to be held May22nd at 10:00 AM.

Questions??? Paul Knutson, MAAO Conference Coordinator @ 507-332-6152, pknutson@co.rice.mn.us, or Tami Paulson @ 507-328-7668, Assistant Conference Coordinator, paulson.tami@co.olmsted.mn.us or Kim Jensen, Site and Instructor Coordinator, 612-348-6106, kim.k.jensen@co.hennepin.mn.us

Cancellation Policy: A refund less a \$30.00 administration fee will be issued for cancellations received five business days prior to the start of a course or conference. Registrants who fail to attend or cancel prior to the cancellation deadline are responsible for the entire fee. If a registrant is unable to attend the event, a substitute from the jurisdiction that paid the registration can attend at no additional charge. Please send written notification of this change five business days prior to the start of the event. MAAO reserves the right to cancel any event if necessary and provide a full refund. Refunds will be issued within 30 days of the course or conference. Membership dues are non-refundable.



AGENDA



Wednesday, May 23rd	8:00 am – Noon	Conference Registration
	9:30 am	MAAO Stephen Baker
	9:45 am – 11:45 am	Commissioner of Revenue General Session
	11:45am – 1:00 pm	Lunch (included in registration)
	1:00 pm – 5:00 pm	Seminars
	5:30 pm– 7:00 pm	Social Hour at <i>The Grands at Mulligans</i>
	7:00 pm	Dinner (included in registration)
Thursday, May 24th	6:45 am – 8:00 am	Breakfast Buffet (included in registration)
	8:00 am – Noon	Seminars

This year's evening event will be held at *The Grands at Mulligans*, 601 North Pinecone Road, Sartell, MN. This is a new facility for our group in 2012. The website is mulligansevents.com There will be a sit down dinner and Silent Auction along with great fun and beverage. **The cost is included in the registration fee.** Additional tickets may be purchased for \$25. *See final page of registration for details.

EDUCATION SEMINARS

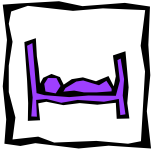
Carefully choose one 8-hour seminar or two 4-hour seminars.



SS1 - Evaluating Residential Construction:

8hrs. Wednesday. & Thursday. James Canestaro, AIA, AICP, Knoxville, Tennessee:

This seminar shows how single-family homes are constructed from the ground up. More than 950 construction slides and a 125-page Reference Manual illustrate structure, envelope, interior, and environmental system components for houses ranging from custom to affordable and even double-wides. The objectives are to: present prevailing residential construction techniques with associated terminology; identify diverse levels of construction quality to be considered when selecting comparables and completing cost calculations; and illustrate where to look for potential deficiencies that could affect value.



SS2 - Elements of Hotel Valuation

4hrs. Wednesday, Toni Viens, MAI, SRA, Olathe, Kansas: Discussion will include hotel types, market segmentation, franchising and management. All three approaches to value will be addressed. Primary focus will be on the income approach. Hotels have an income and expense format unique to this property type. Definitions used in the income approach will be discussed along with common formulas and standardized income ratios. Methodology on how to develop mass appraisal models for the income approach will be demonstrated as well as how to develop a capitalization rate with and without reserves. Hotel sales will be reviewed in order to determine value ranges. Sales will be sorted by brand as well as investment qualities. Benefits of hotel sales will be discussed along with elements of comparison. A photo tour will be given on how hotel interior and exterior physical attributes have changed over the years. Finally, an analysis will be shown on how to measure depreciation from all sources by a check against the income approach.



SS3 - Using Excel to Analyze Market Value by Parcel File Data: 4hrs. Wednesday,

Susanne Barkalow, IFA. Demonstration of how to convert flat parcel files to Excel file formats, along with methods to filter, extract and analyze Market Value by Parcel file data, a file required by the Department of Revenue yearly. An actual 2012 parcel file will be used in the course. Among the methods used will be pivot tables, including organization of such tables and filtering data, allowing each assessor to customize Excel files for his/her specific needs and analysis purposes. Examples of data that can be extracted and analyzed include school districts, green acres deferments, deeded acres, lakes, and sales ratio property type codes. Participants will be able to complete hands-on activities working with these files as the course will be offered at Rasmussen College. Class participants should have some familiarity with Excel terminology and functions. **LIMIT 23.**
Rasmussen College is located at 226 Park Avenue S. Approximately 2-3 blocks from the Holiday Inn.

MAAO

SS4 - I'm the Assessor – Now What?

4hrs. Wednesday, David Armstrong, SAMA, Le Sueur County & Mary Black. SAMA, Cook County.

This seminar is designed for the individuals wondering what to expect if they become the city or county assessor. We will address everyday problems Assessors have with employees, property owners, local and county boards and other offices that have never been discussed in appraisal courses or seminars. Discussion will include everyday issues Assessors face with public relations, the media, people management, and the budget. Learn what the mark of a true professional is.



SS5 - Trends, Costs and Design Features in Agriculture – What's New??

4hrs. Wednesday, Ron Zitzow, Granite City Appraisal, Erling Olson, ARA, Farm Credit Services of America, Rick Haug, ARA, Rick Hauge's Land & Appraisal Co.

This seminar is intended to provide an overview of construction costs and valuation issues associated with the topics covered. Topics of discussion will include: Irrigation in Central MN, Large Dairy Facilities, and Large Hog Confinement Facilities. Presenters are experienced professional appraisers who work with these property types on a consistent basis and are experts in the appraisal of these classes of property. The seminar will expose students to realistic, current market information so they have a higher level of comfort with the current issues discussed.



SS6 - Highest and Best Use – Commercial

4hrs. Wednesday, Rich Dubay, SRPA, SRA, Appraisal Consultants

This seminar is designed to be an overview of the Highest and Best Use concept. Discussion will include the premise of a prudent user of the real estate will maximize its earning potential. The background and history of the concept will be discussed including should we expect the appraiser to analyze highest and best use. The concept will be defined and commercial case studies will be used to show the logic and pitfalls of what is most productive and most profitable. In addition, the instructor will review the issues in communicating highest and best use and sometimes the lack of explanation, coherent organization or correct technique.



SS7 - Effective Age: Estimating Depreciation on Residential Properties

4hrs. Wednesday, Greg Kramber, SAMA, Wright County, Chase Philippi, SAMA, Wright County

One of the most important but difficult steps in the valuation process is the estimation of depreciation. It is even more important when applying effective age estimates to properties in the mass appraisal process. The purpose of this 4-hour hands-on workshop is to learn how to use market data to estimate depreciation. This will be demonstrated by analyzing actual sales data to assist in the development of depreciation models and effective age charts. Instruction will be by lecture, a power-point presentation and materials provided for the attendees to take back to their offices for implementation. Attendees will need to **BRING A CALCULATOR**.



SS8 - The Ag Market: What You Need To Know

4hrs. Thursday, Greg Thomas and Denny Schmidt, Upper Midwest Management:

Get some insight into what market forces are pushing Ag values up. This seminar will cover a broad range of subjects relating to the cause and effect behind the forces pushing rapidly changing agricultural property values. Discussion will include what is driving current market trends, how national and international commodity markets affect us locally. Plus there will be focused discussion on land with conservation easements, cash rents and what we can expect to see in our crystal ball.



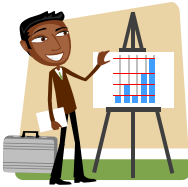
SS9 - Elements of Retail Valuation: 4hrs. Thursday, Toni Viens, MAI, SRA, Olathe, Kansas:

Restaurant, neighborhood and community shopping centers will be discussed in this presentation. The primary focus will be on the income approach and the format of the lease structure such as net or gross rent. Applications on how to convert back and forth between these two lease types will be demonstrated. Development of rents and the treatment of stabilized or excess vacancy rates will be discussed, as well as, some discussion on how to handle tenant improvements in a full service restaurant. Mass Appraisal Income Modeling will be demonstrated by income information provided through available sources. The risks and rewards of the capitalization rates will be reviewed plus the items to consider when determining the investment class.



SS10 - Using Excel to Analyze Market Value by Parcel File Data: 4hrs. Thursday,

Susanne Barkalow, IFA. Demonstration of how to convert flat parcel files to Excel file formats, along with methods to filter, extract and analyze Market Value by Parcel file data, a file required by the Department of Revenue yearly. An actual 2012 parcel file will be used in the course. Among the methods used will be pivot tables, including organization of such tables and filtering data, allowing each assessor to customize Excel files for his/her specific needs and analysis purposes. Examples of data that can be extracted and analyzed include school districts, green acres deferments, deeded acres, lakes, and sales ratio property type codes. Participants will be able to complete hands-on activities working with these files as the course will be offered at Rasmussen College. Class participants should have some familiarity with Excel terminology and functions. **LIMIT 23. This seminar only will be held from 745am to 1145am. Rasmussen College is located at 226 Park Avenue S. Approximately 2-3 blocks from the Holiday Inn. 2ND OFFERING – REPEAT OF WEDNESDAY SEMINAR.**



SS11 - Sale Ratio Topics for Assessment

4 hrs. Thursday, Al Whitcomb Dakota County Assessing Systems Specialist, John Keefe, SAMA, Patrick Todd, SAMA, Sale Ratio Committee members to be named later:

This seminar will feature an in depth presentation, explanation and discussion of the MAAO Ratio Study Template with market conditions (time) adjustment for Assessment. Topics include the mechanics of the time adjustment process, some linear regression, limitations regarding sample size and confidence testing, the proper handling of new construction sales, and using time adjustment in appraisal models. We will discuss other sales ratio related issues of representativeness, sample size, measures of central tendency and the concept of confidence intervals used to gauge the performance of assessments. The seminar will feature a "hands on" demonstration of the new MAAO Ratio Study Template. A copy of the MAAO Ratio Study Template and Time Adjustment Wizard will be sent to registrants in advance (via email) for use during the seminar. Attendees are strongly encouraged to bring their laptops with the Templates loaded in advance. We will not have time to load these files during the seminar. Versions of Excel 2007 or later are highly recommended. Laptops aren't required, but participants will benefit more from this "hands on" training if they bring a lap top. Don't miss this educational opportunity. **LAPTOP NOT REQUIRED, BUT HIGHLY RECOMMENDED.**



SS12 - Tax Court Update & Practical Applications

4hrs. Thursday, Cory Bultema, SAMA, City of St Louis Park, Jeff Johnson, SAMA, Stearns County, Marcus Miller, Stearns County Attorney's Office

The MAAO Valuation & Tax Court Committee will present a seminar addressing the following issues:

-Current cases and issues before the Minnesota Tax Court,Application of M.S. 278.14 (taxes mistakenly billed) vs "normal" appeal options,Overview of recent decisions from the Court,
-Discuss development of placing scanned copies of decisions on the MAAO website, and there will be a
-Panel discussion of practical handling of a petition from the date of service through dismissal/settlement/trial/appeal.



SS13 - Highest and Best Use – Residential

4hrs. Thursday, Rich Dubay, SRPA, SRA, Appraisal Consultants

This seminar is designed to be an overview of the Highest and Best Use concept. Discussion will include the premise of a prudent user of the real estate will maximize its earning potential. The background and history of the concept will be discussed including should we expect the appraiser to analyze highest and best use. Definitions of highest and best use will be discussed and residential case studies will be used to show the logic and pitfalls of what is most productive and most profitable. In addition, the instructor will review the issues in communicating highest and best use and sometimes the lack of explanation, coherent organization or correct technique.

This registration fee will include; three breaks, a Wednesday noon meal, Wednesday evening *The Grands at Mulligans* and Thursday breakfast.

“Preparing for the Future”

2012 MAAO Summer Seminar Evening Event At The Grands at Mulligans 601 North Pinecone Road, Sartell, MN



mulligansevents.com

Please join us on Wednesday, May 23rd

5:30 pm until 7:00 pm Social Hour

7:00 Dinner

10:00 Close

**Dinner, Entertainment and Silent Auction
Great Food & Beverage, Cash Bar**

The fee is included in the registration for Summer Seminars. Extra tickets are available for \$25.00.