

**STATE BOARD OF ASSESSORS
MEETING MINUTES
MN Department of Revenue – Room 2020
Tuesday, January 23, 2007**

Chairperson Keith Albertsen convened the meeting at 9:30.

Members in attendance were:

Keith Albertsen, Chairperson	Doreen Pehrson, Vice Chairperson
Jan Jackson	Dave Marhula
Gary Amundson	Mike Amo
Deb Volkert	Steve Sinell

Gregg Larson was unable to attend.

The Minutes of the November 27, 2006 meeting were read and discussed. Doreen Pehrson made a motion to approve the minutes as amended. Jan Jackson seconded the motion. The motion carried.

Officer Elections:

The chairman, Keith Albertsen, opened the floor for nominations for the office of Secretary/Treasurer. Doreen Pehrson made a motion to nominate Deb Volkert, cease nominations and cast a unanimous ballot. Mike Amo seconded the motion. The motion carried.

The chairman opened the floor for nominations for the office of Vice Chair. Steve Sinell made a motion to nominate Doreen Pehrson, cease nominations and cast a unanimous ballot. Deb Volkert seconded the motion. The motion carried.

The chairman opened the floor for nominations for the office of Chairperson. Jan Jackson made a motion to nominate Keith Albertsen, cease nominations and cast a unanimous ballot. Deb Volkert seconded the motion. The motion carried.

Secretary's Report:

The transcript data entered into the computer file since July 1, 2004 has all been converted to the new CEH/BEH format.

Announcements:

Ehlers and Associates will be conducting their annual Public Finance Seminar on February 1 and 2, 2007 at the Earle Brown Heritage Center in Brooklyn Center, MN. This year's seminar is entitled, *FINANCIAL FITNESS, Personal Training for Healthy, Vibrant Communities* and covers topics including TIF Basic Sessions I and II, City and Township Relationships, Single

Family Residential Market, Financing, Environmental Remediation, Abatements, Bonds, Taxable and Exempt TIF Revenue Tax Bonds, Downtown Redevelopment, etc. Per Board Policy, assessors who attend the seminars and submit documentation of attendance will receive 10 BEH's for attendance at both days.

Request for Course Equivalency:

Steve Behrenbrinker wrote the Board on behalf of the MAAO Weeklong Course Committee requesting that the 2007 edition of the PACE (Professional Assessment Certification and Education) course be approved as an alternate to the former week long Course K (MN Assessment Administration). Discussion of this request was tabled until after the appointment with John Hagen and Jacquelyn Betz at 2:00 pm.

Request for Provisional Status:

Valerie Wensloff, Roseau County. Courses A, B and Mass Appraisal Basics.

Applications for Certified Minnesota Assessor:

Steve Sinell made a motion to award the Certified Minnesota Assessor designation to the following individuals:

Thomas Brandt, Ramsey County
Timothy Jacobs, Mille Lacs County
Judy Liddell, Morrison County
Jamie Niswander, Clearwater County
Carla Wildman, Pope County

William Graham, Ramsey County
Alan Kampf, Ramsey County
Angela Nelson, Sibley County
John Polkinghorne, Koochiching County

Doreen Pehrson seconded the motion. The motion carried.

Appointments with the Board:

Allan LaBine, Washington County, met with the Board for his second Accreditation Oral Interview. His education includes: Courses A, B, H, J, IAAO 102, 400, ProSource 151 and many seminars. His Form Report passed the grading committee in July 2006 and he passed the Residential Case Study Examination in September 2006. Mr. LaBine has 23 years of assessment experience and he applied for the Accredited Minnesota Assessor designation. Steve Sinell made a motion to award the Accredited Minnesota Assessor designation to Allan LaBine. Dave Marhula seconded the motion. The motion carried.

Nathan Stulc, Hennepin County, met with the Board for his Accreditation Oral Interview. His education includes Courses A, K, Mass Appraisal Basics, ProSource 105 and a Bachelor of Science Degree in Real Estate from SCSU. Mr. Stulc has 3 years of assessment experience and he applied for the Accredited Minnesota Assessor designation. Deb Volkert made a motion to

award Nathan Stulc the Accredited Minnesota Assessor designation. Mike Amo seconded the motion. The motion carried.

John Hagen and **Jacque Betz** from the Property Tax Division, DOR, met with the Board to discuss the request from the MAAO Week long Course Committee to allow the PACE course as a substitution for Minnesota Assessment Administration. (See request for Course Equivalency above.) After some discussion concerning the differences in the two courses and the possibility of DOR to develop a new MN Assessment Administration course, Doreen Pehrson made a motion to deny the request to allow the PACE course as an alternate to Minnesota Assessment Administration. Gary Amundson seconded the motion. The motion carried.

Karla Anderson, Benton County, met with the Board for her Accreditation Oral Interview. Her education includes Courses A, H, successful challenges to Courses J and K, ProSource 101-105 and a Bachelor of Science Degree in Accounting from St. Cloud State University. Appraiser License number: 20293272. Ms. Anderson's Form Report passed the grading committee in January 2007 and she also passed the Residential Case Study Examination in January 2007. Ms. Anderson has 5 years of assessment experience and she applied for the Accredited Minnesota Assessor designation. Mike Amo made a motion to award the Accredited Minnesota Assessor designation to Karla Anderson. Jan Jackson seconded the motion. The motion carried.

Discussion Items:

- Correspondence received regarding the repeal of MS 82B.225. This is the statute that allowed the Department of Commerce to accept assessment experience for an appraiser license. This statute was repealed in 2005. This was a matter of information.
- Keith Albertsen inquired, as part of the Week-long Course Committee (WCC), whether the board thought there were any needs not being met by the week long courses and asked for ideas. The board discussed the possibility of SCSU putting together seminars concerning apartments, rural, SRR, etc. to meet needs not currently covered in detail by a weeklong course.
- Year of Experience Requirement update. Mike Amo presented a set of handouts that he prepared including some questions and comments on experience and a comparison table which listed current and proposed requirements and tasks. Discussion followed and the topic will be addressed again at the March meeting.

There being no further business, the chairman set the date for the next meeting as Tuesday, March 13, 2007 at the Minnesota Department of Revenue. We will convene at 9:30 AM.

Jan Jackson made a motion to pay all meeting expenses. Dave Marhula seconded the motion. The motion carried.

Dave Marhula made a motion to adjourn. Doreen Pehrson seconded the motion. The motion carried. The meeting adjourned at 3:00.

Prepared by: _____

Pam Lundgren

Chairperson: _____

A. Keith Albertsen