

**STATE BOARD OF ASSESSORS  
MEETING MINUTES  
ST. CLOUD HOLIDAY INN  
Monday, November 27, 2006**

Chairperson Keith Albertsen convened the meeting at 9:30.

All members were in attendance.

Minutes of the September 26 & 27, 2006 meeting were read and discussed. Dave Marhula made a motion to approve the minutes as read. Mike Amo seconded the motion. The motion carried.

**Announcements:**

The standard IRS Mileage Rate for 2007 has been announced. Beginning January 1, 2007 the rate will be 48.5 cents per mile. The rate will be reflected beginning with the expense reports for the January meeting.

The meeting schedule for 2007 has been set as follows:

January:	Tuesday, the 23 <sup>rd</sup>	St. Paul, Dept. of Revenue – Room 2020
February:	No meeting	
March:	Tuesday, the 13 <sup>th</sup>	St. Paul, Dept. of Revenue – Room 2020
April:	No meeting	
May:	Tuesday the 22 <sup>nd</sup> (Note: MAAO Summer Seminars are Wed. the 23 <sup>rd</sup> & Thurs. the 24 <sup>th</sup> )	St. Cloud, Holiday Inn
June:	No meeting	
July:	Tuesday, the 17 <sup>th</sup>	St. Paul, Dept. of Revenue – Room 2020
August:	No meeting	
September:	No meeting	
October:	Tuesday the 2 <sup>nd</sup> (1:00 PM) & Wed. the 3 <sup>rd</sup> (9:00 AM) Note: The MAAO Fall Conference will be Monday, the 1 <sup>st</sup> & Tuesday, the 2 <sup>nd</sup> in the Morning. The Board meeting will be con- current with the seminars after the Business meeting.	Duluth Holiday Inn
November:	No meeting	
December:	Tuesday, the 4 <sup>th</sup>	St. Cloud, Holiday Inn

Unless otherwise indicated, meetings will convene at 9:30 AM.

**Applications for Certified Minnesota Assessor:**

Gary Amundson made a motion to award the Certified Minnesota Assessor designation to the following applicants:

<b>Jennifer Becker</b> , McLeod County	<b>Brenda Chmielewski</b> , McLeod County
<b>Pamela Daly</b> , Stevens County	<b>Theresa Felix</b> , Cass County
<b>Phillip Grudell</b> , Olmsted County	<b>Ryan Kraft</b> , Olmsted County
<b>Mark Meili</b> , Carver County	<b>Daniel Mills</b> , Carver County
<b>Keri Rath</b> , McLeod County	<b>Samuel Scott</b> , Washington County
<b>Thomas Shoemaker</b> , Carver County	<b>David Voehl</b> , Nobles County

Gregg Larson seconded the motion. The motion carried.

**Interviews with the Board:**

**Joan Seelen**, Property Tax Division met with the Board for her Accreditation Oral Interview. Her education includes: Courses A, B, H, Basic Income Approach, K and ProSource 105 and many seminars. Her Form Report passed the grading committee in May 2006 and she passed the Residential Case Study Examination in October 2006. Ms. Seelen has 9 years of assessment experience and she applied for the Accredited Minnesota Assessor designation. Gary Amundson made a motion to award the Accredited Minnesota Assessor designation to Joan Seelen. Deb Volkert seconded the motion. The motion carried.

**Jonathan Klockzeim**, Brown County met with the Board for his Accreditation Oral Interview. His education includes: Courses A, B, H, J, Supervision and Management, ProSource 100-105, in addition to a number of seminars. Mr. Klockzeim's Form Report passed the grading committee in September 2005 and he passed the Residential Case Study Examination in June 2006. Mr. Klockzeim has 8 years of assessment experience and he applied for the Accredited Minnesota Assessor designation. Doreen Pehrson made a motion to award the Accredited Minnesota Assessor designation to Jonathan Klockzeim. David Marhula seconded the motion. The motion carried.

**Michelle Bolen**, Isanti County met with the Board for her Accreditation Oral Interview. Her education includes: Courses A, B, Mass Appraisal, K, Basic Income Approach, IAAO 102, and ProSource 105, in addition to a number of seminars. Ms. Bolen's Form Report passed the grading committee in April 2006 and she passed the Residential Case Study Examination in July 2006. Ms. Bolen has 6 years of assessment experience and she applied for the Accredited Minnesota Assessor designation. Jan Jackson made a motion to award the Accredited Minnesota Assessor designation to Michelle Bolen. David Marhula seconded the motion. The motion carried.

**Marc Iverson**, Renville County met with the Board for his Accreditation Oral Interview. His education includes: Courses A, B, H, Basic Income Approach, Supervision and Management, IAAO 102, ProSource 105 and a number of seminars. Mr. Iverson's Form Report passed the grading committee in October 2005 and he passed the RCSE in August 2006. Mr. Iverson has three 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 Marc Iverson. Dave Marhula seconded the motion. The motion carried.

**Interviews with the Board (cont...)**

**Steve Carlson**, Polk County met with the Board for his Accreditation Oral Interview. His education includes: Courses A, B, F, H, J, K, IAAO 102 and ProSource 105 and many seminars. Mr. Carlson's Residential Demonstration Narrative Report passed the grading committee in October 2006 and he has 15 years of assessment experience. Mr. Carlson applied for the Accredited Minnesota Assessor designation. Doreen Pehrson made a motion to award the Accredited Minnesota Assessor designation to Steve Carlson. Jan Jackson seconded the motion. The motion carried.

**Allan LaBine**, Washington County met with the Board for his Accreditation Oral Interview. His education includes: Courses A, B, H, J, IAAO 102, 400, and 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. Dave Marhula made a motion to deny the Accredited Minnesota Assessor designation to Allan LaBine. Deb Volkert seconded the motion. The motion carried. The board decided to send a letter to Mr. LaBine informing him of the decision and strongly encourage him to interview again.

**Penny Vikre**, Cass County met with the Board for her Accreditation Oral Interview. Her education includes: Courses A, B, Mass Appraisal, J, Supervision and Management, ProSource 105, PACE and many seminars. Ms. Vikre's Residential Demonstration Narrative Report passed the grading committee in July 2006 and she has 12 years of assessment experience. Ms. Vikre applied for the Accredited Minnesota Assessor designation. Steve Sinell made a motion to award the Accredited Minnesota Assessor designation to Penny Vikre. Gary Amundson seconded the motion. The motion carried.

**Application for Senior Accredited Minnesota Assessor:**

**David Sipila**, St. Louis County. His education includes Courses A, H, K, Appraisal Institute Courses 101 (alternate to B), 510 (alternate to J), 410 (Alternate to IAAO 151), Highest and Best Use (alternate to elective), Basic and Advanced Income Capitalization and many seminars. Mr. Sipila's Form Report passed the Grading Committee in July 2006 and he passed the Residential Case Study Examination in August 2006. Mr. Sipila had a successful oral interview with the Board in September 2006 and he passed the Income Case Study Examination in October 2006. He has ten years of assessment experience and has applied for the Senior Accredited Minnesota Assessor designation. Jan Jackson made a motion to award the Senior Accredited Minnesota Assessor designation to David Sipila. Gary Amundson seconded the motion. The motion carried.

**Discussion items:**

The members of the ad hoc Experience Requirement Committee reported on the discussion at their meeting and presented some handouts containing information from the committee members on what could/should be required and information on the requirement changes from the Appraisal Standards Board. Mike Amo will be doing more research on this subject and he'll stay in touch with Dave Marhula and Jan Jackson, who also have volunteered to serve on the ad hoc committee. At the current time, ad hoc committee members are working on a set of requirements to be met that could comprise a year of experience. This data will include comments and ideas from the discussion with the Board members at this meeting. There will be an update at the next meeting.

**Discussion items (cont...):**

Rebecca Malmquist, Editor of *Equal Eyes*, requested an article from the Board to be included in the next edition of the publication. A draft of a short article was submitted for Board approval. Jan Jackson made a motion to submit the article. Mike Amo seconded the motion. The motion carried.

There being no further business, the chairman set the date for the next meeting as Tuesday, January 23, 2007 at the Minnesota Department of Revenue. We will convene at 9:30 AM.

Steve Sinell made a motion to pay all meeting expenses. Dave Marhula seconded the motion. The motion carried.

Steve Sinell made a motion to adjourn. Dave Marhula seconded the motion. The motion carried. The meeting adjourned at 3:15.

**Prepared by:** \_\_\_\_\_

**Pam Lundgren**

**Chairperson:** \_\_\_\_\_

**A. Keith Albertsen**