



# Minnesota State Board of Assessors Biennial Report: Fiscal Years 2021-2022

Reporting Period: July 1, 2020 – June 30, 2022

Submitted by: Andrea Fish, Executive Secretary

October 2022

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The Minnesota State Board of Assessors is authorized under Minnesota Statutes, sections 270.41 to 270.50. The Board is submitting this report to the Governor as required by M.S. 214.07, subd. 1 (Non-Health-Related Board Reports). This report covers fiscal years 2021 and 2022 (July 1, 2020, to June 30, 2022).

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## Introduction

The Minnesota State Board of Assessors regulates assessors under Minnesota Statute 270.41. Assessors are responsible to determine the market value and classification of properties in their jurisdictions. Market values determined by assessors are the starting point for calculating property taxes each year; various other factors influence tax amounts. The Board sets – and enforces – rules and standards that cover assessors’ education, work experience, and job performance.

The Board is appointed by the Commissioner of Revenue. By statute, the Board’s nine members must include two Department of Revenue members, two county assessors, two assessors who are not county assessors, one private-sector property appraiser, and two members of the public.

The Board is required by M.S. 214.07 to report on its activities to the Governor every two years. This report covers the period of July 1, 2020, to June 30, 2022. It includes the following information:

- General statement of Board activities
- Summary of Board rules proposed or adopted during the report period
- Board members, occupations, addresses, and their appointment and reappointment dates
- Names and job classifications of Board employees
- Board budget, expenses, and fee receipts
- Number of meetings and total hours members spent on Board meetings and other activities
- Number of licensed assessors for each type or level of registration issued by the Board
- Information on examinations the Board conducted, and the number of people who took the exams and were licensed, registered, or denied by the Board
- Number of people who did not take the examinations and were licensed, registered, or denied by the Board
- Number of people whose licenses were revoked, suspended, or altered by the Board
- Number of complaints received by the Board and how those complaints were resolved or disposed of, including any referrals to other agencies or disciplinary action

## Board Activities

The Board of Assessors regulates assessors in Minnesota to ensure they are qualified to do their jobs and that their performance remains satisfactory. More specifically, the Board:

- Specifies the type and extent of formal education and work experience necessary for both initial and continued performance as an assessor for a unit of local government
- Reviews and approves courses of instruction offered by various sponsoring organizations and schools
- Issues and renews assessor licenses to people meeting the education and experience requirements
- Handles complaints regarding assessors and – where appropriate – takes disciplinary action or refers cases to other agencies

## Proposed or Adopted Rules

At the time of this report, there are no pending changes to the board's Rules for licensing and education requirements.

## Board Members

The table below lists all Board members who served during the report period, along with their addresses, occupations, and dates of appointment and reappointment. Current members are listed in **bold type**.

Name and Occupation	Address	Appointed	Reappointed	Term End
<b>Gary Amundson</b> Property Tax Compliance Officer	1530 Oakridge Road S.W. Pillager, MN 56473	2/2/14	1/6/20	1/8/24
<b>Charlie Blekre</b> Appraiser	1700 N. Broadway, Suite 150 Rochester, MN 55906	1/4/16	1/6/20	1/8/24
<b>Andrea Fish</b> Property Tax Assistant Director	Minnesota Department of Revenue Mail Station 3340 St. Paul, MN 55146-3340	9/20/17	1/4/2021	1/6/25
Matt Gersemehl City Assessor	1800 W. Old Shakopee Road Bloomington, MN 55431	1/4/21	1/3/22	6/22/22
<b>Jane Grossinger</b> Township Assessor	33872 Minnesota Highway 15 Kimball, MN 55353	5/4/12	1/6/20	1/8/24
Reed Heidelberger City Assessor	704 Broadway St. Alexandria, MN 56308	7/20/16	1/8/18	1/4/21
Joy Kanne County Assessor	201 First St. N.E. Austin, MN 55912	3/21/17	1/4/21	6/20/22
Gregg Larson Professional/Academic	3377 N. Snelling Ave. Arden Hills, MN 55112	2/20/05	1/7/19	1/3/22
<b>Mike Reed</b> Realtor	PO Box 1212 Baudette, MN 56623	1/7/2019	N/A	1/9/23
<b>Lori Schwendemann</b> County Assessor	Lac qui Parle Courthouse 600 Sixth St., Suite 2 Madison, MN 56256	5/15/18	1/7/19	1/9/23
<b>Averi M Turner</b> Public Member	3859 Queen Ave North Minneapolis, MN 55412	2/2/22	N/A	1/1/26

Board members elect a chair and vice chair for each calendar year. The following members held these positions during the report period:

**2022:** Chair, Matt Gersemehl; Vice Chair, Joy Kanne

**2021:** Chair, Gregg Larson; Vice Chair, Joy Kanne

**2020:** Chair, Gregg Larson; Vice Chair, Gary Amundson

## Board Employees

The table below lists the names and job classifications of Board employees.

Name	Job Classifications
<b>Bobbi Spencer</b>	State Program Administrator, Intermediate

## Board Funds

The Board collects various assessor license and exam grading fees as required by statute. Receipts from these fees are deposited into a dedicated account to be used for board expenses.

The table below shows the amount budgeted for the Board and its total expenses paid for the FY 2021-2022 report period.

	FY 2021	FY 2022	Total
Expenses Paid	\$97,447	\$103,536	\$200,983
Board Fee Income	\$104,845	\$106,240	\$211,085
<b>Balance</b>			<b>\$10,102.00</b>

## Board Meetings and Total Hours

The table below lists how many meetings each Board member attended during the report period and their approximate total hours.

Member Name	Meetings	Hours
Gary Amundson	12	84
Charlie Blekre	8	56
Andrea Fish	11	77
Matt Gersemehl	7	49
Jane Grossinger	12	84
Reed Heidelberger	2	14
Joy Kanne	10	70
Gregg Larson	7	49
Mike Reed	11	77
Lori Schwendemann	12	84
Averi Turner	1	7

## Number of Licensed Assessors

The table below shows the number of assessors licensed as of June 30, 2022.

Licensure Level	Count
CMA – Certified Minnesota Assessor	263
CMAS – Certified Minnesota Assessor Specialist	3
AMA – Accredited Minnesota Assessor	254
SAMA – Senior Accredited Minnesota Assessor	306
<b>Total Licenses</b>	<b>826</b>

## Board Examinations

The Board administers one oral exam, which is required for Senior Accredited Minnesota Assessor licensure (the most advanced license level).

Exam Results	FY 2021	FY 2022
Pass	9	8
Fail	0	1

## Licenses Approved/Denied

This section summarizes how many new license applications the Board approved or denied, subdivided by age and state of residence. The Board does not collect data on the gender of applicants.

### Certified Minnesota Assessor (CMA)

Applicants for a CMA license must complete four required courses and have one year of experience.

Age Range	Approved/ Denied	State of Residence
18 - 25	6/0	MN (6)
26 - 34	29/0	MN (27), ND (1), WI (1)
35 - 59	46/0	MN (45) IA (1)
60 - 65	1/0	MN (1)
Over 65	–	–
<b>Total</b>	<b>82/0</b>	<b>MN (79), IA (1), ND (1), WI (1)</b>



Certified Minnesota Assessor Specialist (CMAS)

Applicants for a CMAS license must complete three required courses and have two years of experience.

Age Range	Approved/ Denied	State of Residence
18 - 25	–	–
26 - 34	--	--
35 - 59	2/0	MN (2)
60 - 65	--	--
Over 65	–	–
<b>Total</b>	2/0	MN (2)

Accredited Minnesota Assessor (AMA)

Applicants for an AMA license must complete three required courses, complete a demonstration narrative (or alternate evaluation), and have three years of experience.

Age Range	Approved/ Denied	State of Residence
18 - 25	–	–
26 - 34	10/0	MN (9), WI (1)
35 - 59	98/0	MN (94), WI (4)
60 - 65	11/0	MN (11)
Over 65	1/0	MN (1)
<b>Total</b>	120/0	MN (115) WI (5)

Senior Accredited Minnesota Assessor (SAMA)

Applicants for a SAMA license must complete an income demonstration narrative, an oral examination by the Board, and have five years of experience.

Age Range	Approved/ Denied	State of Residence
18 - 25	–	–
26 - 34	4/0	MN (4)
35 - 59	6/1	MN (7)
60 - 65	1/0	MN (1)
Over 65	1/0	MN (1)
<b>Total</b>	12/1	MN (13)

## Licenses Approved/Denied Without Board Exams

All AMA and SAMA applicants must take a Board exam. Therefore, no AMA or SAMA licenses were approved or denied for applicants who did not take an exam. (Other license levels do not require this exam.)

## Complaints Received and Action Taken by the Board

The Board received no complaints during the report period that alleged or implied an assessor violated a state law, Board rule, or the Code of Conduct and Ethics.

The Board resolved one previous complaint that was submitted in the preceding biennium, shown in the table below.

Type of Complaint	Action Taken by Board
Violation of Professional Ethics and Standards – Failure to Complete Quintile Assessments	Non-renewal of license and \$250 fine.