



North Dakota Association of Assessing Officers, Inc.

Call to Order:

The annual meeting of the North Dakota Association of Assessing Officers convened at 1:45p.m. on Monday, August 10, 2009, at the Comfort Inn in Bismarck, ND.

Members Present:

James Albrecht	Robert Aller	Barbara Anderson	Marie Anderson	Lynn Arthaud
Richard Barta	Gerri Barta	Eric Bertsch	Carla Broadland	Mel Carson
Janet Cron	LuElla Dahme	Chuck DeFoe	Ardella Deis	Ross Dettman
Tracey Dolezal	Damon Druse	Robert Ehler	Ryan Ehli	Gary Emter
Ralph Evert	Paul Fracassi	Shawna Gooche-Egge	Debra Goodsell	Lori Hanson
Robert Harshberger	Stacey Heckaman	James Hilzendeger	John Herz	Kristen Hillier
Ellen Huffman	Ben Hushka	Brenda Johnson	Kimberly Kainz	Frank Klein
Erin Kartes	Deb Kirschenheiter	Lori Knox	Robert Kocer	Betty Koslofsky
Angie Krueger	Nick Lee	Michelle Linstad	Shane Marcuson	Linda Morris
Richard O'Connor	Duane Olson	Larry Osborn	Larry Osborn	Cheryl Overby
Casey Patzner	Lisa Peterson	Norman Preble	Dana Pulfrey	George Railsback
Kristie Reinke	Sandy Riemann	Harmony Rode	Leon Samuel	Dusty Schlecht
Ed Sevgnity	Wayne Stevenson	Randy Thompson	Justine Thompson	Kevin Ternes
Muriel Ulrich	Amber Vaughn	Mike Vendsel	Jolene Vidal	Cynthia Wahl
Janell Walz	Natalie Wandler	Jason Wark	Laurie Whitehead	Wanda Wilcox
Mary Wild	Deb Wisness	Darrell Wollan	Jan Zent	Barb Zerface
Alice Pekarski	Don Flaherty			

Introductions:

President Ratzlaff opened the session by introducing the executive board. Introduction of members was done by each member standing and introducing themselves.

Minutes:

Minutes of the 2008 annual meeting held on August 11, 2008, were provided to each member in their registration packets. The minutes were reviewed by the members. Kevin Ternes made a motion to approve; seconded by Gary Emter; motion carried.

Treasurer's Report / Audit:

Lori Hanson reported that the Auditing Committee comprised of Janet Cron & Lori Hanson completed the annual audit of the financial records. The financial records were complete. The Annual Financial Report is on file with the Treasurer. Gary Emter made a motion to accept the treasurer's report; seconded by Kevin Ternes; motion carried.

Introduction of NCRAAO Directors:

President Ratzlaff introduced the directors for the North Central Regional Association of Assessing Officers. They are Gary Martinson, Lisa Peterson and Wanda Wilcox. Ben Hushka was also introduced as the NCRAAO Secretary.

Ben Hushka reported on the NCRAAO conference held June 15–18th in Coralville, Iowa. Twenty two people from North Dakota attended the conference. The 2010 conference will be held in Bloomington, MN, June 20–23rd. The 2011 conference will be held in Topeka, Kansas June 13–15th. Ben informed the members about the good educational opportunities that NCRAAO has to offer during the conference. He also talked about the benefits of attending as a state. Since next year's conference is in Minnesota, he encouraged members who don't typically attend to check it out. Diane Brines was the winner of the \$500 scholarship to attend the NCRAAO conference next year.

Report of Regular Committees:

Executive Committee: President Ratzlaff applauded Linda Morris and other members for a well planned conference.

Membership Committee: Cheryl Overby, Chair of the Membership Committee, presented an overview on the number of members. She discussed how the mentor program is going; encouraging all new members to find a mentor in their region. Barbara Anderson commented on how well the program is working for her. Amber Vaughn is her mentor and she has found Amber's help extremely beneficial.

Legislative Committee: Past President Kevin Ternes, Chairman of the Legislative Committee, encouraged members to keep in contact with their local legislators. He explained that President Jerry Ratzlaff wanted a piece of legislation changed and working with the NDACo they got the job done. He offered a suggestion to the Tax Commissioner's Office to offer a mobile workshop around the state following the next legislative sessions to give a wrap-up of the session. Possibly 4–6 meetings could be held for members to attend.

Report of Standing or Special Committees:

Historical Committee: Jerry Ratzlaff reported that Diane Brines, Chairman of the Historical Committee, has found some of the missing past NDAAO records. The records are currently in the possession of Linda Morris. The Executive Board along with the Historical Committee will be going through the folders to find out what information is in those files.

Education Committee: LuElla Dahme commented that they appreciated the response on last year's survey from members about possible educational interests. A survey was again handed out. Members were asked to rank their top three choices. Surveys will be returned to LuElla Dahme for future considerations. She commented that NCRAAO's Bloomington MN Conference already has education set for next June. Media Relations is one of the courses that many of our members have asked for and it will be presented during that conference.

LuElla Dahme reported the following on certification and tax department courses:

Upcoming assessment courses scheduled for the next year are: Residential Course #203 will be held in November, 2010 and Tax Administration Course # 101 will be held in May, 2010.

Assessment Courses conducted since August, 2008 were Principles and Theory of Value, Course #102, held Nov 17-21, 2008 with 39 students attending and Teaching Appraisal Techniques, Course #303, held May 11-15, 2009 with 22 students attending.

Newly appointed Tax Directors are: Erin Kartes who replaces Tami Braaten in Cavalier County; Barbara Anderson who replaces Kelly Vincent in Griggs County; Don Flaherty of Dickey County who is Jeff Langley's replacement; and Kristie Reinke was the new Tax Director of Ransom County exchanging positions with Marie Anderson, formerly Tax Director now Deputy Director.

The only newly Appointed Class I City Assessor is Nick Lee, Valley City, who replaced Linda Morris. Linda became the Deputy Tax Director for Morton County.

Several members have become certified assessment officials since August, 1, 2008. This year no one was certified as a Class I City Assessor. The Directors of Tax Equalization are: Liz Roorhda, Barnes County Deputy Tax Director; Shane Marcuson, Property Appraiser II from City of West Fargo; Laurie Whitehead, Steele County Tax Director; Dawn Roppel, Auditor from Cavalier County; Kristin Hillier, Tax Director with Towner County; Deb Wisness, Tax Director from McKenzie County; Linda Morris, Deputy Director with Morton County; Kristie Reinke, Tax Director with Ransom County; Shari Olson and Julie Straabe, both with Ward County; and Karianne Bradley and Shawna Gooch-Egge with Williams County.

Technology Committee:

Lynn Arthaud, Chairman of the Technology Committee, reported that there are no new updates from that committee.

Reports by Region:

The six regional presidents reported on activities and meetings held throughout the year.

Region 1: Nothing to Report.

Region 2: Member Jan Zent stated that their region has been lax and are in the process of getting their act together.

Region 3: Member Brenda Johnson reported that their region is now organized to organize future meetings.

Region 4: Member Amber Vaughn reported that their region has been inactive. Jerry Ratzlaff reported that several of their members have attended Region 6 meetings.

Region 5: Member Darrell Wollan reported that Region 5 combined forces with Region 6 in their meetings this past year.

Region 6:

President Frank Klein informed the members that Region 6 had Dan Doeden, with Alerus Financial Mortgage give a good presentation on the mortgage industry. Marcy Dickerson has kept the region updated at the meetings on legislative happenings. Due to all the spring flooding in 2009, Region 6 had Mel Carson give an informative talk on how Grand Forks handled their flood.

Introduction of Vendors:

President Ratzlaff introduced the four vendors attending our annual conference. Each vendor was allowed time to give a brief comment on their company. Those speaking were Bob Ehler, Vanguard; Mel Obbink, Sidwell, Inc; Dean Larson, Pictometry; and Michael Jolly, GIS Workshop.

Unfinished Business:

There was no unfinished business.

New Business:

Life Memberships: President Ratzlaff read the requirements for life membership in NDAAO. There were four nominations submitted prior to the meeting. No further nominations were received from the floor. Jacky Schulte made a motion; seconded by Janell Walz to grant life memberships to Alice Pekarski, Stutsman County; Ruth Keller, Morton County; Duane Jungels, Grand Forks City; and Don Siebert, Ward County.

NDACo Annual Conference: Cheryl Overby gave an update on the 2008 NDACo Annual Conference. She commented that it was a good agenda with a workshop block setup. There were 14 tax directors in attendance. Cheryl Overby and Lisa Peterson are NDACo delegates from our association. The next conference is scheduled for October 11-14th with the theme "Power of the People."

General Discussion: There was general discussion held on Cost Manuals. The State Tax Department is no longer updating the state cost manual (Red Book). Manuals being used included the Marshall / Swift and the Vanguard Manuals. Jim Hilzendeger commented that there is a need for a basic manual as the Marshall / Swift manual was too in-depth for what small jurisdiction or township assessors need. It was mentioned that perhaps Marcy Dickerson could survey what our manual needs are.

Past President Kevin Ternes informed the membership that the League of Cities will be held in Minot this year with more information to follow.

Linda Morris opened discussion on the Secretary / Treasurer's annual stipend. She stated that the stipend should be more. After discussion, Ben Hushka made a motion to increase the stipend to \$1,000; the motion was seconded by Diane Brines. Motion carried. The stipend increase would be effective for the next fiscal year of 2009-2010.

The drawing for a weekend stay at the Comfort Inn was won by Wayne Stevenson.

Larry Osborn mentioned that a glacier tour will be held again in his area of the state. The tour will be held September 3rd from 8:30 to 4:30 pm touring parts of Richland County, ND & Roberts County, SD.

Election of Officers:

Amber Vaughn & Gary Emter were members of the Nominating Committee. Amber presented the following nominations for office:

President: Lisa Peterson; Vice President: Linda Morris; Sec.-Treas.: Wanda Wilcox

A call was made for nominations from the floor for president, vice president or secretary-treasurer. There being none, Ben Hushka made a motion that the call be closed and a unanimous ballot cast for the nominees; 2nd by Gary Emter. Motion carried.

President Ratzlaff informed members that there would be a Vanguard user group meeting following this meeting. After the meeting adjourned a group picture would be taken.

There being no further business President Ratzlaff asked for adjournment. Gary Emter made a motion to adjourn; seconded by Ben Hushka.

Respectively submitted,

Wanda Wilcox
Secretary/Treasurer