



**North Dakota Association of Assessing Officers  
Executive Board Meeting  
November 19, 2013  
Bismarck, ND**

**Call to Order:**

President Dean Pearson called the meeting to order at 6:30 pm, on Tuesday, November 19, 2013, in Meeting Room A at the Bismarck Comfort Suites.

**Executive Board Members Present:**

President Dean Pearson, Bowman County; Vice President Paul Houdek, Grand Forks City; Secretary-Treasurer Carla Broadland, Wahpeton City, Member at Large Brenda Johnson, Bismarck City; Past President Linda Morris, Morton County; Outgoing Past President Lisa Peterson, Bottineau County; Outgoing Secretary-Treasurer Wanda Wilcox, West Fargo City.

**Others Present:**

Linda Leadbetter, State Supervisor of Assessments.

**Approval of Minutes:**

The minutes of the August 13, 2013 and August 14, 2013 Executive Board meetings were reviewed. Paul moved to approve the minutes as written; seconded by Linda; motion carried.

**Treasurer's Report:**

The current balance in the check book is \$25,829.37 which includes the \$12,817.73 Certificate of Deposit. Discussion followed on the dollar amount to be invested and for what length of time. Linda moved to transfer \$13,000 in to a Certificate for two years with six month renewals; seconded by Brenda; motion carried.

Broadland reported that three new credit cards had been issued by Bell State Bank & Trust to Linda Morris, LuElla Dahme, and Carla Broadland each with an \$800 limit for a combined credit line of \$2,400. Broadland will attempt to increase the credit line but until that time, the credit card from Bottineau will also be utilized for the larger purchases relating to our annual meeting in August.

Broadland reported that Course 203-C Introduction to the Income Approach had 58 individuals registered at \$115 each for a total income of \$6,670.

Brenda moved to approve the Treasurer's Report; seconded by Paul; motion carried.

**Unfinished Business:**

**Contracts** - Discussion followed in reference to the contracts that are entered in to for various educational programs where the state does the negotiations, completes the contract, and then requests a member of the Executive Board to sign the contract when they are not aware of the details or if there are any errors in the language of that contract. Linda Morris stated it needs to be a joint effort between the state and association where the state does the education and the association agrees to pay for that education. Paul suggested we enter into a Memorandum of Understanding which is a standing agreement that would then eliminate the need for a

signature each session. Dean stated that the next class would be Ag land in May 2014 and hoped an arrangement could be completed prior to that time.

Discussion followed on what types of classes need to be offered (to include online classes), charges for such classes, challenging these courses and the certification requirements at the state. A suggestion was made that instead of memorizing the material you would be taught where to find the information. Wanda asked if it would be possible to prepare at the office 3 days and then come to Bismarck to review and test the last 2 days. Paul also asked if the state had considered giving experience credit. Linda Leadbetter, State Supervisor of Assessments, stated that would require century code changes. Linda Leadbetter suggested we focus on the priorities established by the Executive Board to record the 24 hours class, focus on the 3<sup>rd</sup> quarter and prepare a step by step process of what is required, and refer to the calendar of duties. Linda will also visit about the contract portion or the "Memorandum of Understanding" with legal counsel.

Winter Workshop agenda items were discussed. Paul suggested that we condense either the 24 hour class or have a mini 101 for all the new members. Other items to cover: Notice of Increase, Sales Ratio, Centrally Assessed Properties, and perhaps a panel discussion featuring the experienced members. It was also decided that NDAAO would offer a Meet and Greet Social in Meeting Room F on Thursday evening February 20<sup>th</sup>.

**New Business:**

Discussion was held in reference to a 15 hour USPAP course and if it should be offered at the annual meeting in August or at a later date to be determined. Paul suggested that we do that type of training at another time and that the appraisal board offers it every other year. Paul also requested we offer "Review of Appraisals" and have Pickett present on Industrial Properties. Brenda asked Linda Leadbetter if the state has ever considered hiring an industrial property appraiser. Linda stated she did visit with Corey and they would have to include in their budget an allowance to do a certain number of properties. Lisa stated that it would be nice to have clarification as to who was valuing what on those types of properties.

**Next Meeting:**

Wednesday, February 19, 2014 at 6:30 pm Bismarck Comfort Inn.

There being no further business, the president declared the meeting adjourned.

Respectfully Submitted, Carla Broadland, Secretary-Treasurer