



**North Dakota Association of Assessing Officers
Executive Board and Committee Member Meeting
May 29, 2014, 2:00 p.m.
Bismarck, ND**

Call to Order:

President Dean Pearson called the meeting to order at 2:00 pm, on Thursday, May 29, 2014, 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.

Others Present:

Education Committee: Al Vietmeier, Wanda Wilcox. Web Maintenance Committee: Stacey Swanson. ND State Tax Department: Linda Leadbetter.

Approval of Minutes:

The minutes of the February 20, 2014 Executive Board meeting were reviewed. Paul moved to approve the minutes as written; seconded by Linda; motion carried.

Treasurer's Report:

The current balance in the checking account \$15,098.44. \$13,000 was invested in a 182 day CD with a rate of 0.15% annual percentage yield which will mature on June 10, 2014. Broadland reviewed income and expense for Course 303, Teaching Appraisal Techniques. Course 303 had 25 students attend and netted a profit of \$658.53.

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

New Business:

President Pearson welcomed Committee Members. Education Committee Chair, Al Vietmeier, reported that the committee had met at 10:00 a.m. with all members present except Janell Walz. Al stated that the committee is working to establish a plan that would allow assessors to receive the Class 1 Assessor designation within the allotted time frame that Senator Cook is proposing. That plan would be for the new assessor to complete the 5 IAAO courses offered online and that Course 101 Tax Administration and Course 102 Principles & Theory of Value will be offered each year. Al continued stating that the question would be is if the State Tax Department will support the committee's recommendations.

Linda stated that the Tax Department will continue to train the assessors administratively with specific courses such as 101 - 102 - and 303 specific to North Dakota and that the IAAO Courses would be play a key role in educating new assessors.

Al suggested that the continuing education needs to be tested for all participants so that those auditing the course do not distract the others. He suggested offering course work along with other advanced work to keep both the experienced and new assessors interested in the training.

Paul said that it appears that everyone is on the same page for the education and asked what it would take to change the administrative code. Al suggested that we support Senator Cook's legislation requiring the same designation as an organization and address the education in the administration code. Discussion was held in reference to which courses would be required for the designation. As an example, Paul stated that they have 6 assessors in the City of Grand Fork's assessing office and that he did not feel each needed to be certified for the Ag land. Al suggested that education also be offered at regional meetings and invite others to attend which may save a trip to Bismarck for education. Linda Leadbetter stated that the state could send team members out to the regional meetings if they had a schedule. Wanda suggested as an example Region 6 could host education in October, Region 5 could host in January and Region 4 could host in May. Dean will ask that each president from the 6 regions make contact with him prior to the annual meeting. Linda informed the board that the state is also working with the Association of Counties to prepare webinars every six weeks informing the assessors, "You should be doing this now".

The Education Committee will continue to work together and present the suggested education to receive Certification from the state. A short presentation will be made at the annual meeting scheduled for August. Linda will look into what by-laws and/or code would need to be addressed at the state to accept the suggested education.

Dean suggested education be offered on Centrally Assessed properties to inform the assessor what they should be valuing locally. Linda Leadbetter stated that the assessor should assess everything that they can and then the state could decide if it should be changed. Dean stated he puts on what is not part of primary production - everything that does not fall under a utility. Dean would like to make it a requirement that the utility provide the position of the meter, since everything after the meter is assessable. Leadbetter will look to see if in statue. Dean asked if any bills should be introduced to the state. Following discussion it was suggested that since confidential sales are no longer allowed a penalty should be added to those that do not send the paperwork to the state as a way of keeping the information confidential. South Dakota and Minnesota have a deed cost of \$1 per \$1000 which could be easily computed by the assessor if that filing fee was a requirement.

Paul thanked the Education Committee for their work on improving the education process.

President Pearson asked Stacey if she had any suggestions for the website. Stacey stated that she would like to update the website making it brighter and more user-friendly and also look into other companies and costs. Once that is complete she will update the Executive Board with her findings.

President Pearson informed the board that Lisa Peterson's appointment to the NCRAAO Directors had expired and that an appointment would need to be made. Linda Morris stated that the directors are required to attend set up meetings in August and then to conference in June. It was pointed out that this appointment could possibly be president of NCRAAO and hold the conference again within the 6 year time frame of the appointment. Paul asked if this appointment could wait until discussion could be held in Deadwood. Wanda suggested either Paul

or Shane. Once discussion is held in Deadwood with those attending, Dean will then call and appoint.

Broadland reported that there were several assessors attending the State Tax Department educational courses asking that they be sent to the ND Appraisal Board for Continuing Education Credits at a cost of \$150 per course. Motion by Linda, seconded by Paul to submit application for approval of education credits at the time of presentation/course schedule. Voting 'aye': Pearson, Houdek, Johnson, Morris, Broadland. Voting 'nay': None. Motion carried 5-0.

Broadland provided a copy of the Presenter's Contract with NDAAO asking that several changes be approved to include adding **meals at the state rate** to the items allowed under "I will accept compensation for my presentation" and "I will present instruction without needing any monetary compensation" adding a line to request **continuing education credits for providing instruction**. Motion by Linda, seconded by Paul to approve the changes as presented. Voting 'aye': Pearson, Houdek, Johnson, Morris, Broadland. Voting 'nay': None. Motion carried 5-0.

Broadland asked for approval of Lifetime Memberships as presented from the Membership Committee at the 2013 Annual Meeting to include: Doug Moen, Jacky Schulte, Bob Aller, Richard Barta, Mitch Marcuson, and Marcy Dickerson. Motion by Paul, seconded by Brenda, to approve the six Lifetime Memberships as listed. Voting 'aye': Pearson, Houdek, Johnson, Morris, Broadland. Voting 'nay': None. Motion carried 5-0.

Wanda informed Carla that a certificate should be prepared and mailed to each individual that received the lifetime membership designation. Pearson appointed Wanda Wilcox and Stacy Swanson to the Audit Committee and will review the complete financial statement showing the income for the year and an itemized list of expenses at the annual meeting.

Pearson stated that the Annual Meeting will be held at the Bismarck Comfort Inn, Sunday, August 10th through Thursday August 14th and opened the floor for discussion of education. Tentative agenda to include registration Monday morning from 8:00 a.m. to 10:00 a.m. President will welcome and will then lead discussion on unique properties, appeals and abatement discussion from 10:00 a.m. until 12:00 noon. Lunch will be at the Kelly Inn. (Dean will request jurisdictions to submit these unique properties directly to him prior to the conference.) Opening comments and introductions will begin at 1:00 p.m. with the Business Meeting to begin at 1:30 p.m. Dean will contact the Association of Counties, Association of Cities, Linda Leadbetter, Ryan Rauschenberger, and all Committee Chairs requesting that they attend the meeting and report any updates. (Al will need half an hour for Education presentation.) Monday evening will offer a River Boat Cruise with Dinner. Linda Morris stated a coupon will need to be used to board the cruise as only 100 will be allowed onto the boat. State Board will be held on Tuesday beginning at 9:30 a.m. in the Brynhild Haugland Room at the State Capital.

Linda Morris reviewed the meals and entertainment along with the estimated costs. Pizza will be provided for the Sunday evening social. Monday lunch will be at the Kelly Inn and a River Boat Cruise with dinner will be offered on Monday evening. Wednesday a box lunch will be served at the Comfort by Schlotzke Deli or Lucky Duck. Wednesday evening dinner will be held

at the Heritage Center with the Harvest Grill serving. Estimated cost \$9,500 for the 2014 Annual Conference Meals and Entertainment.

Education will be offered all day Wednesday and until noon Thursday (12 hours). This education will focus on condition and quality during the appraisal process utilizing the property card available through the State Tax Department's website. Wednesday morning will begin with a review of samples to include flooring, windows, cabinets, counter tops and any other built-ins. (Linda will make contact on samples.) Wednesday afternoon a video of an inspection of both a residential and commercial property will be shown and then each attendee will complete the parcel card based on that inspection. (Broadland asked Kevin to present and he will do so with an estimated time of 1 1/2 hours for his presentation.) Wanda stated that Ben Hushka has been working on a grade and condition matrix and will ask him to share that information. (Ben will present matrix 15-30 minutes.) Vendors will be given the opportunity to speak Wednesday afternoon. Thursday morning will begin with oil field assessments, county reassessments and any other questions. If time allows a review of the inspection process and completion of property card will follow. The conference will end at noon.

President Pearson asked if there were any by-law changes that needed to be presented at the annual meeting. Dean suggested the Education Committee be created and added to the committees listed in the by-laws along with responsibilities to present suggested education requirements to the Executive Board for review and approval.

There being no further business, motion by Linda Morris to adjourn.

Respectfully Submitted, Carla Broadland, Secretary-Treasurer