



**North Dakota Association of Assessing Officers
Executive Board Meeting
May 7, 2015
16th Floor – Property Tax Dept. State Capitol**

Call to Order:

President Dean Pearson called the meeting to order at 3:00 pm, on Thursday, May 7, 2015, at the Bismarck State Capitol.

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.

Executive Board Members Absent:

None.

Others Present:

Linda Leadbetter, Kim Vietmeier, Dustin Bakken, and Shelli Idyle from the State Tax Department.

Approval of Minutes:

The minutes of the February 25, 2015 Executive Board Meeting were reviewed with one correction, "seconded by Brenda to adjourn". **Paul moved to approve the minutes as corrected; seconded by Brenda; motion carried.**

Treasurer's Report:

The current balance in the checking account \$23,194.93. Broadland provided a copy of the Checking Account Register from July 1, 2014 through April 28th, 2015; Expense Report; Income Report; Recap of Annual Conference; Recap Winter Workshop, and Recap of Course 202 Ag Land Valuation Class.

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

President Pearson will appoint a Financial Audit Committee prior to the Annual Meeting. Stacey Swanson will remain on the committee and Pearson will ask Robert Harshberger to fill the open position. (Brenda Johnson arrived at meeting.)

Unfinished Business:

President Pearson asked if the NDAAO Working Group should continue or if the State would like to work directly with the Executive Board. Leadbetter stated that NDAAO could provide better information through our organization in reference to the Oil Field Properties. Real vs. Personal Property 1971 Guidelines are based on court cases and are available for each jurisdiction to review and compare to other types of property and will have to discern at the local level. There is really not much more the state can do with this guideline. Linda said that our organization could update and make recommendations to the state and they will take those under consideration. Pearson asked about the oil field properties, that it is not known if it is part of oil field production. Discussion followed on oil field properties. It will stay on the unfinished business portion of the agenda and will table until fall 2015.

President Pearson said that the Education Committee is not listed under Article 5 - Committees, and suggested that we add the Education Committee to our By-Laws at our annual meeting in August. That addition will be sent out to the membership prior to our August meeting to be voted on at our annual meeting August 10, 2015.

Discussion was held in reference to our future annual meeting locations and if the townships are added to our education, we will not have enough space in our current meeting location. Linda thought the townships will be participating in more online education. Kim said that the courses will be offered more frequently so the class sizes may be smaller. Discussion followed on the education changes and the effect of those changes. The state will have information available at the August meeting. (All Class I City Assessors will have to have the Ag Land Valuation Class.)

Discussion followed in reference to the set up for the vendors at the Winter Workshop. Both the vendors and the Comfort Inn were happy with the setup and they will be setup in Rooms C & D again for the annual meeting in August. If need be the refreshments will be moved to the hall area.

New Business:

Kim stated that the education committee continues discussion on the annual meeting education. They are currently looking into "Barn-dominiums". Discussion followed on the type of education offered to receive the 12 hours of continuing education. Kim and the Education Committee will contact Team Consulting to see what education is available and the costs of involved.

Pearson asked if there was anything to be added to the agenda for Monday's annual meeting. Registration will start on Monday at 10:00 am until noon. The Association of Counties and the Tax Commissioner will be invited to the annual meeting to address the membership. Business meeting will start at 1:00 pm on Monday August 10, 2015.

Linda reported that the Harvest Grill is closed on Monday's but the owner will open for our group to have the full grill available. Live music is playing at the park shelter across the street from the Harvest Grill for our members to enjoy. Wednesday night will be held at the Comfort Inn and Linda is asking for suggestions for a theme to get the Regions participating in the "theme" chosen.

NCRAAO Continuing Education hours were discussed. Broadland will follow up with Robert Harshberger and will forward information to the Executive Board.

NDRAA Test - Paul said that Rick Stuart stated it would cost \$7,200 to write the test, the cost of the 3 day course \$11,000 for a total cost of \$19,200. Ben had agreed to work with him for North Dakota specifics. Discussion followed. Carla will send out a survey to see how many would be interested in testing.

NDAAO Cap Rate Subscription - Paul stated that he has looked into a subscription which costs \$500 for a one year subscription per user, \$850 for 5-9 users, so if our organization purchased this subscription the cost could be split between the 9 jurisdictions. We would use our email address for NDAAO and all the other jurisdictions would long on to that account. Carla will check to see which jurisdictions are interested in participating. (Linda Leadbetter left the meeting.)

President Pearson asked for approval of the Life Memberships for Nora Monson, Linda Tanner, David Kaufman and LuElla Dahme. **Linda moved to approve the Life Memberships; seconded by Brenda; motion carried.**

Pearson appointed Jerry Ratzlaff and Linda Morris to the Nominating Committee.

Next meeting will be held on Monday August 10, 2015.

There being no further business, motion by Paul; seconded by Linda to adjourn.

Respectfully Submitted, Carla Broadland, Secretary-Treasurer