

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 1/14/14

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

State Board of Assessors License Level Changes for Aitkin County

Requested Meeting Date: 1/28/14 Estimated Presentation Time: 15 minutes

Presenter: Mike Dangers

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 01-043-6208, 01-043-6340, 01-043-6511

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.



**OFFICE OF
AITKIN COUNTY ASSESSOR**
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AITKIN, MINNESOTA 56431
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assessor@co.aitkin.mn.us

MEMO

January 21, 2014

To: County Board of Commissioners
County Administrator

From: Mike Dangers, County Assessor 

Re: State Board of Assessors (SBA) License Level Changes for Aitkin County

On December 9, the SBA notified us of the changes to the minimum license levels required to assess property in the various jurisdictions of Aitkin County. These changes go beyond what was previously expected of assessors.

We understood that Minnesota Statute 270C.9901 required that all assessors who inspect property must obtain at least an Accredited Minnesota Assessor (AMA) license by July 1, 2019. Therefore, we budgeted for only two separate week-long continuing education courses. This was done in anticipation that the Statute may change in the 2014 legislative session.

However, due to the SBA's decision, the assessors must have not only an AMA license by 2019, but a CMAS license by July 1, 2016. CMAS stands for Certified Minnesota Assessor Specialist and is one step higher than the current CMA license but one step below the AMA license. This added step will require that any Aitkin County staff currently holding a CMA license must complete their educational requirements more quickly than previously thought.

Included in this packet is a copy of the SBA letter to County Assessors on page 3. Pages 4 and 5 are the Aitkin County portion of the Jurisdiction License Level List from the SBA. Page 6 shows our plan to address the educational needs as a result of this directive. Pages 7 and 8 include a copy of Minnesota Rule 1950.1020 that gives the SBA authority to set the various license levels of different jurisdictions. Page 9 is a list of the CMAS licensure requirements and page 10 is a list of the AMA licensure requirements.

For Aitkin County to be in compliance with the new licensure requirement, we will need an additional \$4,000 in funds for the training and education account #01-043-6208 in 2014. We also need an additional \$500 for the overnight meals account #01-043-6340. Finally, we expect an additional \$200 for gasoline due to the travel to the course locations. This assumes that staff are able to carpool and take the same courses at the same time. The account for the fuel expenditure is #01-043-6511.

The SBA does provide an avenue for appeal of the licensure changes. They allow a county assessor to make a written request for a review for a "specific taxing jurisdiction" within a county. This is found in Subpart 3a in Minnesota Rule 1950.1020 on page 6 of this packet. This language and the language of the SBA letter on page 2 do not appear to allow a county assessor to appeal an entire county or all jurisdictions within a county.

Absent a change to the SBA's directive, we request the County Board approve the additional expenditures as requested above. Please contact me with any questions.

Minnesota

State Board of Assessors

December 9, 2013

TO: All County Assessors

RE: Revised Jurisdictional License Level List

Per Minnesota Rules 1950.1020, Subpart 3, the Minnesota State Board of Assessors has recently reviewed the assessor license level required for each jurisdiction in the state. Attached is the result of that review – the revised Jurisdictional License Level List and the Jurisdictional License Policy documents.

The board had been reviewing the list and working on various proposals for the past couple of years and was close to a resolution when the 2013 Legislature passed the new provision in Minnesota Statutes 270C.9901. The new law requires that every individual who appraises or physically inspects real property to determine its valuation or classification for property tax purposes be licensed as an AMA (Accredited Minnesota Assessor) by July 1, 2019, or within four years of that person having become licensed as a CMA (Certified Minnesota Assessor). In light of the new language, the board made the decision that all districts in the state will require at least a CMAS by July 1, 2016 and at least an AMA by July 1, 2019. In addition and in accordance with the aforementioned rule, the board completed their review of property within each jurisdiction. The board determined that all districts will retain the currently required level of licensure at a minimum. Additionally, all districts meeting any one of the following criteria will require a SAMA by July 1, 2019:

- Ten percent (10%) or more of the structures on income-producing properties within the jurisdiction are valued at \$2 million or greater and the population of the jurisdiction is greater than 5000, or
- Twenty-five percent (25%) or more of the total estimated market value in the jurisdiction consists of structures on income-producing property and the population of the jurisdiction is greater than 5000, or
- Six (6) or more income-producing properties located in the jurisdiction are valued at more than \$2 million.

Please review the attached revised Jurisdictional License Level list for your county, as well as the Jurisdictional License Policy document. The policy document addresses how the Jurisdictional License Level List applies to jurisdictions in your county – depending on whether you have a true county system, are totally county assessed, or have local assessors.

County assessors may appeal the required license level for jurisdictions within their county. Appeals must be made on the attached appeal form. Submit the completed form to the board by January 10, 2014. The board will review appeals and notify county assessors of the board's final determination.

Sincerely,

Deb Volkert
Executive Secretary/Treasurer

Attachments

*Mail Station 3340
St. Paul, MN 55146-3340*

*Phone: (651) 556-6086
Fax: (651) 556-3128
TTY: Call 711 for Minnesota Relay*



Revised Jurisdictional License Levels

Key =

Change due to CMAS by 7/1/16 and
AMA by 7/1/19

>10% of I/P properties have
structures over \$2M & pop>5000

Over 25% of total EMV is
I/P structure value & pop>5000

6 or more I/P parcels valued >\$2M

County	Taxing Jurisdiction	2012 Population	Current				Proposed 7/1/2016			Proposed 7/1/2019	
			SAMA	AMA	CMAS	CMA	SAMA	AMA	CMAS	SAMA	AMA
Aitkin - True County	Cities:										
	Aitkin	2,139			X			X			X
	Hill City	637				X		X		X	
	McGrath	78				X		X		X	
	McGregor	391				X		X		X	
	Palisade	157				X		X		X	
	Tamarack	92				X		X		X	
	Townships:										
	Aitkin	839				X		X		X	
	Ball Bluff	263				X		X		X	
	Balsam	40				X		X		X	
	Beaver	50				X		X		X	
	Clark	159				X		X		X	
	Cornish	30				X		X		X	
	Farm Island	1,065				X		X		X	
	Fleming	304				X		X		X	
	Glen	443				X		X		X	
	Haugen	183				X		X		X	
	Hazelton	837				X		X		X	
	Hill Lake	419				X		X		X	
	Idun	270				X		X		X	
	Jevne	295				X		X		X	
	Kimberly	191				X		X		X	
	Lakeside	453				X		X		X	
	Lee	48				X		X		X	
	Libby	45				X		X		X	
	Logan	174				X		X		X	
	Macville	202				X		X		X	
	Malmo	324				X		X		X	
	McGregor	101				X		X		X	
	Millward	72				X		X		X	
	Morrison	196				X		X		X	
	Nordland	977				X		X		X	
Pliny	103				X		X		X		



Revised Jurisdictional License Levels

Key =

Change due to CMAS by 7/1/16 and
AMA by 7/1/19

>10% of I/P properties have
structures over \$2M & pop>5000

Over 25% of total EMV is
I/P structure value & pop>5000

6 or more I/P parcels valued >\$2M

County	Taxing Jurisdiction	2012 Population	Current				Proposed 7/1/2016			Proposed 7/1/2019	
			SAMA	AMA	CMAS	CMA	SAMA	AMA	CMAS	SAMA	AMA
Aitkin (cont.)	Rice River	131				X			X		X
	Salo	95				X			X		X
	Seavey	58				X			X		X
	Shamrock	1,252			X				X		X
	Spaulding	321				X			X		X
	Spencer	506				X			X		X
	Turner	202				X			X		X
	Verdon	43				X			X		X
	Wagner	337				X			X		X
	Waukenabo	320				X			X		X
	Wealthwood	269				X			X		X
	White Pine	34				X			X		X
	Williams	136				X			X		X
	Workman	209				X			X		X
	Unorganized	429				X			X		X

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Plan for Appraisers to become CMAS by 2016, then AMA by 2019 – Aitkin County Assessor's Office

Name	Current License Level	Currently Income Qualified?	Tasks Needed by Year:				
			2014	2015	2016	2017	2018
SW	CMA	N	3 Week-Long Courses	1 Short Course, Demonstration Appraisal Report, Make Application for CMAS License	Residential Case Study Exam	1 Short Course, State Board Interview, Make Application for AMA License	none
LT	CMA	N	3 Week-Long Courses	2 Short Courses, Demonstration Appraisal Report, Residential Case Study Exam	State Board Interview, Make Application for AMA License	none	none
DM	CMA	Y	1 Short Course, Demonstration Appraisal Report, Make Application for CMAS License	none	none	none	Residential Case Study Exam, 1 Short Course, State Board Interview, Make Application for AMA License
TS	CMA	N	1 Short Course, Demonstration Appraisal Report	1 Week-Long Course, Make Application for CMAS License	none	none	Residential Case Study Exam, 1 Short Course, State Board Interview, Make Application for AMA License
JH	CMA	N	2 Week-Long Courses	1 Short Course, Demonstration Appraisal Report, Make Application for CMAS License	1 Short Course, Residential Case Study Exam	1 Week-Long Course, State Board Interview, Make Application for AMA License	none
CMAS Definition: Certified Minnesota Assessor Specialist							
AMA Definition: Accredited Minnesota Assessor							

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1950.1020 LICENSURE.**Subpart 1. Basic requirement for licensure.**

A. Except as provided in subpart 4, no person shall be employed as a city, county, or local assessor without being licensed as qualified by the board.

B. Except as provided in subpart 4, no person shall be employed to work under the supervision of a licensed assessor to assist in making exemption, classification, or valuation decisions without being licensed as qualified by the board.

Subp. 2. **Term of license.** Assessors' licenses are issued on a fiscal year basis beginning July 1 of each year and expiring June 30 of the succeeding year.

Subp. 3. **Criteria for licensing levels.** There are four established levels of licensure for designated assessing positions. In determining the appropriate level of licensure, the board shall, on a ten-year cycle, review and consider the following criteria in addition to other data the board deems relevant:

A. total market value of the taxing jurisdiction;

B. number, value, types, and complexities of properties within the taxing jurisdiction; and

C. input of the appropriate county assessor.

A complete listing of the specific level of licensure needed for each city and township in Minnesota has been prepared. The latest edition of this listing, entitled "List of Assessor License Levels for Minnesota Taxing Jurisdictions," Minnesota Board of Assessors, existing as of December 1 each year, is annually incorporated by reference into this rule. The list is available at no cost from the board. The list is subject to change.

Subp. 3a. **Review of licensing levels.** A county assessor may request that the board review the licensing level for a specific taxing jurisdiction within the assessor's county. The request must be in writing and should state the specific reasons the county assessor is requesting the review.

Subp. 4. **New hires; deadline for obtaining and upgrading license.** County and city assessors must be licensed as of the date of employment, and must obtain licensure at the level required for the position within two years from the date of employment. The commissioner of revenue shall not approve the appointment of a county or city assessor to the remainder of a four-year term if that person has not obtained licensure at the required level within two years of the person's probationary appointment as county or city assessor.

A local assessor must be licensed at the date of employment, except that a city, other than a city of the first class, or township requiring an assessor with a license level greater than that of a certified Minnesota assessor may hire a person with a license one level lower

than the required level, and this person has one year from the date of hire to attain the required license. A local assessor who fails to obtain the required license within the one-year period must be dismissed.

Every person employed by an assessor to assist in making exemption, classification, or valuation decisions must become licensed at the level required for that position within three years from the date of employment. A person employed to assist an assessor in making exemption, classification, or valuation decisions who does not obtain the required license within the time allowed must be dismissed.

Subp. 5. **Reinstatement.** Before a license will be issued to a person who has not been licensed for a period of five years or more, that person must:

- A. successfully complete a board-approved Minnesota assessment laws and procedures course;
- B. pay a reinstatement fee;
- C. pay the appropriate license fee; and
- D. supply documentation of having completed all required continuing education requirements for the most recent four-year period.

Statutory Authority: *MS s 270.41; 270.47*

History: *13 SR 2751; 16 SR 135; 26 SR 1334; 35 SR 2012*

Published Electronically: *July 7, 2011*

MN State Board of Assessors

CMAS REQUIREMENTS CHECK LIST FOR:

_____ (Name)

_____ (License Number)

Traditional Method I:

Completion Date:

- An existing CMA license
- Two income courses _____
- One passing residential Form Appraisal Report _____
- Two years of assessment experience _____
- Application and fee: Assessors who move from one license level to another within the same fiscal year need only to pay the fee difference between the two levels when sending in their application.

Note: The CMAS license level can be skipped and an assessor may proceed to either AMA or SAMA provided that the required education and years of assessment experience are in place.

The Board does not act on applications until ALL requirements have been met.

Revised: May 2012

MN State Board of Assessors

AMA REQUIREMENTS CHECK OFF LIST:

(Name)

(License Number)

Traditional Method I:

(for assessors that obtained their CMA **prior to 7/1/11**)

- **An existing CMA (or CMAS) license**
- **Two income courses** _____
- **MN Assessment Administration** (or Board approved alternate course)
- **One elective course:** elective from CMA counts as elective
- **IAAO 151: Standards of Practice and Professional Ethics**
(or Board approved alternate course)
- **Residential form appraisal report and Residential Case Study Exam**
or
Passing demonstration narrative
or
Obtaining one of the following designations:
 - **SRA or MAI from the Appraisal Institute**
 - **RES or CAE from the IAAO**
- **Three years of assessment experience**
- **Oral interview with the Board**
- **Application and fee:** Assessors who move from one license level to another within the same fiscal year need only pay the fee difference between the two levels when sending in their application.

Completion Date:

Traditional Method II:

(for assessors that obtained their CMA **after 7/1/11**)

- **An existing CMA (or CMAS) license**
- **Two income courses** _____
- **MN Assessment Administration** (or Board approved alternate course)
- **One elective course:** choice of one Board approved elective course
- **IAAO 151: Standards of Practice and Professional Ethics**
(or Board approved alternate course)
- **Residential form appraisal report and Residential Case Study Exam**
or
Passing demonstration narrative
or
Obtaining one of the following designations:
 - **SRA or MAI from the Appraisal Institute**
 - **RES or CAE from the IAAO**
- **Three years of assessment experience**
- **Oral interview with the Board**
- **Application and fee:** Assessors who move from one license level to another within the same fiscal year need only pay the fee difference between the two levels when sending in their application.

NOTE: A 4-year real estate (appraisal) degree from an accredited college in North America substitutes for the two residential appraisal courses required for the CMA, the elective and a residential narrative. You MUST submit an official copy of your transcript in order to receive credit for your degree. If your coursework included an income course, please identify that course when submitting your transcript and it may count as one of the required income courses.

The Board does not act on applications until ALL requirements have been met.

