

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

5A
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 3/3/14

Via: Roxy Traxler, Interim County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Assessor Licensure Update

Requested Meeting Date: 4-8-14 Estimated Presentation Time: 10 Minutes

Presenter: Mike Dangers

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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

HR Review

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**
209 2nd ST N.W. Room 111
AITKIN, MINNESOTA 56431
Phone: 218/927-7327 – Fax: 218/927-7379
assessor@co.aitkin.mn.us

MEMO

March 3, 2014

To: County Board of Commissioners
Roxy Traxler, Interim County Administrator

From: Mike Dangers, County Assessor 

Re: Update on Assessor Licensure - State Board of Assessors (SBA) License Level Changes

The State Board of Assessors (SBA) previously notified the assessors in the State that those who do field inspections would need to become CMAS licensed by July 1, 2016. CMAS is the Certified Minnesota Assessor Specialist License. For Aitkin County, this would have meant that five staff appraisers would need additional education.

At the SBA's January meeting, they retracted that change. The Accredited Minnesota Assessor licensure law change is still in effect but the CMAS requirement has been removed.

Therefore, per the County Board request at the January 28 meeting, we are proposing the cancellation of the additional courses and associated expenditures that were non-budgeted for 2014. The additional funds requested were as follows: \$4,000.00 for Training and Education, \$500.00 for Overnight Meals, and \$200.00 for Gasoline.

Included with this packet is a copy of the pertinent page of the January 28 County Board Minutes, and a copy of the SBA letter to all licensed assessors dated February 25, 2014.

Please contact me with any questions.

AITKIN COUNTY BOARD

January 28, 2014

§§115A.551, 115A.914, and 115A.96, Subd. 6 (1991); and

WHEREAS, Aitkin County recognizes the need to plan for and implement waste reduction, recycling, yard waste composting, special waste management strategies, and processing of MSW.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby approves and adopts Aitkin County Solid Waste Management Plan and supporting documentation dated November 25, 2013.

BE IT THEREFORE FURTHER RESOLVED, that the Aitkin County Board submits this document to the Minnesota Pollution Control Agency for final approval pursuant to applicable Minnesota laws and rules.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve additional expenditures required to meet the State Board of Assessor's revised Jurisdictional License Levels: Training and Education \$4,000.00; Overnight Meals \$500.00; and Gasoline \$200.00, but to hold off on releasing funds until an update is given to the Board by Mike Dangers on any legislative action that may be taken on this issue.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to schedule the 2014 Board of Appeal and Equalization on Tuesday, June 17, 2014 at 4:00 p.m. in the Boardroom of the Aitkin County Courthouse.

Paul Steinman, Vice President Springsted Incorporated gave a power point presentation to the Board on Bond Essentials for Minnesota Local Governments.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve request to authorize the County Board Chair sign a letter authorizing Central Planes Aviation aerial spray to control army tent caterpillars under a congested area permit for the FAA and Department of Agriculture.

Patrick Wussow, County Administrator and Bobbie Danielson, Human Resources Manager presented Personnel Committee recommendations to the Board.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to accept the proposal of Springsted Incorporated to provide executive recruitment services for the position of County Administrator, at a cost not-to-exceed \$14,000.00.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, (4-1 Wedel) to appoint Roxanne Traxler, Mille Lacs County Administrator as the Interim County Administrator for Aitkin County at a cost of \$4,767.00 per month, payable to Mille Lacs County.

**ASSESSORS
LICENSE LEVEL
CHANGES**

**BAE MEETING
SCHEDULED**

**BONDING
PRESENTATION**

**CENTRAL
PLANES
AVIATION**

**PERSONNEL
COMMITTEE**

**RECRUITMENT
SERVICES**

**INTERIM COUNTY
ADMINISTRATOR**

Minnesota

State Board of Assessors

February 25, 2014

TO: All Licensed Assessors

This communication from the Minnesota State Board of Assessors contains information related to the Revised Jurisdictional License Level List, the 2013 law change regarding assessor accreditation, and the board's website.

Jurisdictional License Levels

The State Board of Assessors sent a proposed revised Jurisdictional License Level List to all county assessors in December 2013. Some of the proposed changes in the list were to be effective July 2016 and other changes were to be effective July 2019. County assessors were given the opportunity to appeal the proposed changes. The board acted on all but one of the appeals at their January 2014 meeting. The board decided not to make the changes originally proposed for July 2016. The remaining appeal regards the 2019 changes and the board has asked the county for additional information.

Attached is the Revised Jurisdictional License Level List. The list shows the current license level required and the license level that will be required as of July 1, 2019 for every city and township in the state of Minnesota.

Also attached is the Licensing Policy Guidelines document which contains licensing policies related to jurisdictions as well as individuals. All licensed assessors and jurisdictions that hire assessors should be familiar with this document.

2013 Law Change Regarding Assessor Accreditation

The 2013 Legislature made the following significant law change:

"270C.9901 ASSESSOR ACCREDITATION.

Every individual who appraises or physically inspects real property for the purpose of determining its valuation or classification for property tax purposes must obtain licensure as an accredited Minnesota assessor from the State Board of Assessors by July 1, 2019, or within four years of that person having become licensed as a certified Minnesota assessor, whichever is later."

Mail Station 3340
St. Paul, MN 55146-3340

Phone: (651) 556-6086
Fax: (651) 556-5128
TTY: Call 711 for Minnesota Relay



TO: All Licensed Assessors
February 25, 2014
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This new language has several implications, including:

1. If you currently have a CMA or CMAS license and if you appraise or physically inspect property, you MUST obtain your AMA license by July 1, 2019 to continue appraising or inspecting property after that date.
2. If you currently have a CMA or CMAS license, but you do NOT currently appraise or physically inspect property, you need to be aware of the implications of the law if there is any chance you will appraise or physically inspect property for property tax purposes in the future. Be aware that the four years to obtain your AMA is measured from the date you received your CMA. In order for you to be able to accept a job where you appraise or physically inspect property after July 1, 2019, you would need to obtain your AMA no later than four years after the date you received your CMA, or by July 1, 2019, whichever is later. This is true even if your current job does not involve appraising or physically inspecting property.

State Board of Assessors' Website

The Minnesota State Board of Assessors' website can be found at:

http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/mnboa.aspx

Be sure to save it as a favorite or put it on your favorites bar so you can find it easily. The site contains information useful to licensed assessors including:

- Continuing education requirements
- Requirements checklists and applications for all license levels
- The Code of Conduct and Ethics for Licensed Minnesota Assessors
- Policies of the board regarding licensure, education, experience, etc.
- List of Minnesota licensed assessors
- Forms for course approval, grading requests, etc.
- List of board members
- Board meeting schedule
- Board meeting minutes
- Links to the board rules
- Links to statutes relating to the board

If you have questions related to any of the items in this communication, please feel free to contact the board at assessors.board@state.mn.us

Sincerely,

Deb Volkert, Executive Secretary/Treasurer
Minnesota State Board of Assessors