

NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS AND ETHICS BOARD

Board Meeting Minutes – October 23, 2024 -Zoom Meeting

Chair Kost called the meeting to order at 2:00PM. Roll call was taken.

Board Members Present: Chair Corey Kost, Vice Chair Matt Schlenvogt, Nikki Mertz, and Brock DesLauriers

Board Members Absent: Joe Sheehan

Legal Counsel Present: Matthew Menge

Staff and Reviewers Present: Jodie Campbell, David Campbell, and Kathy Maier

Minutes: Board members reviewed the minutes of August 6, 2024. Brock DesLauriers moved for approval of the minutes with the noted corrections. Matt Schlenvogt seconded the motion. Chair Kost called for the vote. Nikki Mertz, Brock DesLauriers, Matt Schlenvogt, and Corey Kost all voted yes to the motion. Joe Sheehan was absent from voting. Motion carried.

Educational Review: Nathan Kaye submitted a report for educational review. Mr. Kaye was online for discussion.

Nikki Mertz reported that while she has had no direct mentorship with Nathan Kaye, she and Mr. Kaye are both employed with AgCountry. Because of a perceived conflict of interest due to mutual employment between the applicant and Ms. Mertz, she is requesting to be recused from this item on the agenda.

Matt Schlenvogt moved to recuse Nikki Mertz from discussion and voting on Nathan Kaye's educational review based on potential perceived conflict of interest. Brock DesLauriers seconded the motion. Chair Kost called for further discussion. No further discussion took place. Chair Kost called for the vote Brock DesLauriers, Matt Schlenvogt and Corey Kost voted yes to the motion. Joe Sheehan was absent from voting. Nikki Mertz abstained from voting. Motion carried.

The report submitted by Nathan Kaye was reviewed by David Campbell, Board Reviewer. Chair Kost looked to Reviewer Campbell to provide an overview of the review. A detailed discussion took place and concluded with Board Members encouraging Mr. Kaye to utilize the reviews, as well as Board member and Board Reviewer comments, when completing future reports.

Corey Kost made a motion to accept Mr. Kaye's work product for upgrade to certified general. Matt Schlenvogt seconded the motion. Chair Kost called for further discussion. No further discussion took place. Chair Kost called for the vote. Matt Schlenvogt, Brock DesLauriers, and Corey Kost voted yes to the motion. Joe Sheehan was absent from voting. Nikki Mertz abstained from voting. Motion carried.

Applicants Requiring Approval:

Applicant via Reciprocity: Aaron Krogman is making application for licensure via reciprocity with South Dakota. Discussion took place. Nikki Mertz moved for approval of Aaron Krogman's application for licensure. Matt Schlenvogt seconded the motion. Chair Kost called for further discussion. No further discussion took place. Chair Kost called for the vote. Matt Schlenvogt, Nikki Mertz, Brock DesLauriers, and Corey Kost all voted yes. Joe Sheehan was absent from voting. Motion carried.

Applicant for Certified Residential: Eddy Mitzel is making application for certified residential. Mr. Mitzel was online for discussion.

Chair Kost reported that Dakota Appraisal provided consulting services to Mr. Mitzel in developing his appraisal report. Chair Kost confirmed that he did not provide the services, but because he is the owner of Dakota Appraisal, he is requesting to be recused from this item on the agenda.

Matt Schlenvogt moved to recuse Chair Kost from discussion and voting on Eddy Mitzel's application for certified residential based on potential perceived conflict of interest. Nikki Mertz seconded the motion. Chair Kost called for

further discussion. No further discussion took place. Chair Kost called for the vote Nikki Mertz, Brock DesLauriers, and Matt Schlenvogt voted yes to the motion. Joe Sheehan was absent from voting. Corey Kost abstained from voting. Motion carried.

Chair Kost turned the meeting over to Vice Chair Schlenvogt.

Mr. Mitzel meets the education and experience hour requirements for certified residential. He has successfully completed the national certified residential examination. Mr. Mitzel previously submitted one report for educational review. The Board approved this report for upgrade. Additional work product was selected from Mr. Mitzel's experience log and reviewed for compliance with USPAP. Kathy Maier, Board Reviewer provided an overview of the reviews. Discussion took place. The Board found Mr. Mitzel's work product meets the minimum standards set forth in USPAP.

Nikki Mertz moved to approve Eddy Mitzel for certified residential. Brock DesLauriers seconded the motion. Vice Chair Schlenvogt called for further discussion. No further discussion took place. Vice Chair Schlenvogt called for the vote. Nikki Mertz, Brock DesLauriers, and Matt Schlenvogt all voted yes to the motion. Joe Sheehan was absent from voting. Corey Kost abstained from voting. Motion carried.

Corey Kost returned as Chair.

Other Business:

Review Operations Coordinator: Staff provided a brief overview of the pending RFP relative to the hiring of a Review Operations Coordinator (ROC). This individual will be charged with assembling, managing, and maintaining a panel of reviewers for the Board.

The RFP was placed on hold for a period of time, but Staff is working with Procurement to move forward with finalizing the document. Procurement estimates that the RFP process may take roughly 45 days to complete. The contract will be a one-year period with three one-year renewal options, and an option for an additional 12 months.

The RFP will be posted to the OMB Website using the State Procurement Office online system. However, if Board members have specific companies or individuals they feel should be notified of this RFP, this information should be provided to the Procurement office.

At a previous meeting, the Board named Joe Sheehan, Nikki Mertz, and Matt Schlenvogt as Evaluators to review applicants. The Evaluators will be provided with specific evaluation criteria and a point system to follow as they review applicants.

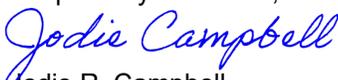
Currently the contract requires the individual to be a North Dakota Certified Appraiser. Staff questioned whether the Board should give preference to North Dakota certified appraisers rather than require the individual be a North Dakota Certified General Appraiser.

Board discussion took place. Board members were in favor of removing the requirement that the applicant be a North Dakota Certified General Appraiser. The language should be revised to give preference towards 1) applicants holding a certified general permit and 2) applicants holding a North Dakota certified general permit. Staff will work with Procurement to finalize the RFP.

Update on AMC Renewals: The AMC renewal period runs annually from 10/1-9/30. As of 11/1/2024, there are 70 AMC's registered in ND, two of which are federally regulated AMC's. While there were two non-renewals, two new registrations were issued. Staff provided an overview of the AMC's that are under investigation in other states.

Chair Kost called for adjournment at 3:21pm. Meeting adjourned.

Respectfully submitted,



Jodie R. Campbell
Executive Secretary