



**MINNESOTA BOARD OF**  
ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING  
LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

**BOARD MEMORANDUM**

**MAY 8, 2024**

**TO:** All Board Members  
Stephen Melchionne, Assistant Attorney General

**FROM:** Daniel Kelsey, PE, Acting Chair

**SUBJECT:** **MAY 8, 2024, BOARD MEETING MINUTES**  
Golden Rule Building, STE 120  
**8:22 AM**

The Board will hold its regularly scheduled meeting on the above-mentioned date, time, and location.

- 1) QUORUM CALL
- |   |                                     |
|---|-------------------------------------|
| Melisa Rodriguez, PE, Chair – <b>Absent</b> | Alan Johnson, PE                    |
| Daniel Kelsey, PE, Vice Chair, Acting Chair | Denise Kazmierczak, PE              |
| Erica Larson, CID, Secretary                | Daniel McAninch, LS – <b>Absent</b> |
| Jason Amberg, LA, Treasurer                 | Timothy Meyer, Architect, CID       |
| Paul Brandt, PSS                            | Meg Parsons, FAIA                   |
| Rachel Dwyer, PM                            | Claudia Reichert, CID               |
| Christian Faste, PM                         | Graham Sones, LA – <b>Absent</b>    |
| Eric Friske, JD, PM – <b>Absent</b>         | David Stenseth, CPA, PM             |
| Sally Grans Korsh, FAIA                     | Travis Thul, D. Eng., PE            |
| Daniel Hunter, PG                           | Paul Vogel, LS                      |

**OTHERS:**

Doreen Johnson, Executive Director  
Kay Weiss, Assistant Executive Director  
Holly Salmela, Investigator  
Colleen Pacheco, OAS-I

**GUESTS:**

Dan Baar, LS  
Philip E. Raines, Minnesota Society of Professional Surveyors (MSPS)

- 2) INTRODUCTIONS
- 3) READING AND APPROVAL OF MARCH 21, 2024, BOARD MEETING MINUTES  
**MSP: To approve the March 21, 2024, meeting minutes**
- 4) COMPLAINT COMMITTEE REPORT (E. Friske, Committee Chair)
  - A) The Complaint Committee requests a closed session  
**MSP: To request a closed session**
  - B) Closed Session  
**MSP: To open the session**
  - C) Disciplinary Matters
    - i) In the matter of Vladimir Sivriver, a Stipulation and Consent Order was issued.  
**MSP: To accept the Complaint Committee report**
- 5) INVESTIGATOR'S REPORT (H. Salmela, Investigator)
  - A) 39 cases are currently open.  
**MSP: To accept the Investigator's report**
- 6) RULES COMMITTEE REPORT (S. Grans Korsh, Committee Chair)  
No meeting was held.
- 7) CREDENTIALING COMMITTEE REPORT (A. Johnson, Committee Chair).  
No meeting was held.
- 8) ARCHITECT, LANDSCAPE ARCHITECT AND CERTIFIED INTERIOR DESIGNER (ALACID) SECTION REPORT (C. Reichert, Section Chair)  
No meeting was held.
- 9) ENGINEER, LAND SURVEYOR AND GEOSCIENCE (ELSGEO) SECTION REPORT (D. Kazmierczak, Section Chair)  
No meeting was held.
- 10) EXECUTIVE COMMITTEE REPORT (M. Rodriguez, Chair)  
No meeting was held.
- 11) TREASURER'S REPORT (J. Amberg, Treasurer)
  - A) Budget and Revenue Reports – Discussed.  
**MSP: To accept the Treasurer's report**

- 12) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)
- A) Staffing update - Discussed
  - B) Open appointments – Met with Governor’s office. Appointments expected soon.
  - C) Per diem policies – Discussed. At a future meeting, the Board should review its internal standards prescribing a day spent on board activities (M.S. 214.09, Subd. 3(c)).

**MSP: To accept the Executive Director’s report**

- 13) UNFINISHED BUSINESS
- A) Legislative Bill HF3606 and companion SF3633 – Discussed.
  - B) 2024-2026 Renewals – Renewals are underway. All licenses and CID certificates expire June 30, 2024, unless renewed.

14) NEW BUSINESS

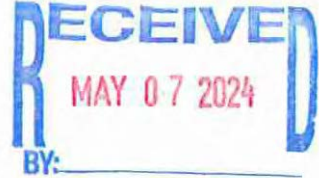
- A) Variance Request – Discussed.  
**MSP: To approve the variance**
- B) CLARB Annual Meeting, September 19-21, Buffalo, NY –  
Authorization to Attend  
**MSP: To approve up to 4 Board members and the Executive Director to attend**
- C) NCEES Central Zone Meeting, April 24-27, Des Moines, IA  
(D. Johnson, D. Kelsey, D. Kazmierczak, A. Johnson, D. McAninch and P. Vogel, reporting) – Discussed sessions and topics of conversation at the meeting, including major changes to the PS exam that may have a major impact on NCEES exam costs for Minnesota applicants.
- D) Path to Land Surveying Licensure Presentation to St. Cloud State University Students, April 22, 2024 (Paul Vogel, reporting) - D. McAninch presented to this group. P. Vogel noted it is an important outreach event for the Board.
- E) Department of Revenue Audit Findings and Conclusions – Discussed.
- F) Continuing Education Exception Request – Licensee 58654  
**MSP: To approve the exception request**
- G) ARPL on the Role of Boards – Discussed.
- H) New Licensee Report  
**MSP: To accept the New Licensee report**

- I) Election of Board Officers for 2024 – Paul Brandt and Sally Grans Korsh removed their names from nomination. No nominations were made from the floor.
- Melisa Rodriguez, PE, for Chair by acclamation  
**MSP: To elect by acclamation**
  - Daniel Kelsey, PE, for Vice Chair; elected by vote
  - Erica Larson, CID, for Secretary; elected by vote
  - Jason Amberg, LA, for Treasurer; elected by vote
- J) NCEES Annual Meeting, August 14-17, Chicago – Authorization to attend for Enforcement Workshop and Annual Meeting  
**MSP: To add approval for Investigator or Complaint Specialist to attend Enforcement Workshop and Annual Meeting**

15) PUBLIC COMMENT  
None

16) ADJOURN  
**MSP: To adjourn at 10:09 AM**

**Next Meeting: June 18, 2024**



## REQUEST FOR CONTINUING EDUCATION EXEMPTION FOR JULY 1, 2022 - JUNE 30, 2024 REPORTING PERIOD

Read the instructions before completing this form.

### Contact Information

Legal Name Samuel T Stoffels  
(First) (M.I.) (Last) (Suffix)

Profession Navy Civil Engineer/Cive PE Certif./ License # 58654 Phone 952-594-1879

Address 5320 Quail Ave N  
(Street address required; no PO boxes)

City Crystal MN State/Province MN

Zip/Postcode 55429 Country United States of America

### Exemption Request

REASON:  Serious Illness  Injury  
 Extenuating Circumstances  Military Service

To aid the Board in its decision, you may attach supporting documentation, including but not limited to:

- pertinent medical documents
- a doctor's letter
- military orders
- a letter detailing how your situation prevented you from complying with the continuing education requirements

▶   
 Signature

4-May 2024

Date

### THIS SECTION FOR BOARD USE ONLY

Approved  Denied Status letter sent to petitioner on the following date: \_\_\_\_\_



DEPARTMENT OF THE NAVY  
LT STOFFELS, SAMUEL  
NAVAL MOBILE CONSTRUCTION BATTALION 25

4 May 2024

**From: LT Stoffels, Samuel**

**To: Minnesota Board of AELSLAGID**

**Subj: Continuing Education Exemption for Samuel Stoffels as a result of LT Stoffels  
being recalled to active duty orders**

Attn: Board members. I am writing to request an exemption from the continuing education requirements for my professional engineering license (#58654). As of the 5th of April, I have been recalled to active duty and will remain as such until approximately February 2025 for service with Naval Mobile Construction Battalion 25 our deployment will consist of time in Kuwait and other areas of Central Asia.

Being on active duty orders and the associated prep work for deployment has greatly hindered my ability to complete the full 24 hours of continuing education and under MN Statute 326.107 Subd. 4(2) I have been recalled for more than 120 days so I respectfully request this exemption.

I am currently away from home but my address on file can still receive mail (5320 Quail Ave N, Crystal MN 55429) however the best way to reach me will be through my personal email at  
have enclosed a copy of my orders.

A handwritten signature in black ink, appearing to read "Samuel Stoffels", is located in the bottom right area of the page.

S.T. Stoffels  
LT Civil Engineer Corps, USN

[REDACTED]

SUBJ/BUPERS ACTIVATION/ORDER TO ACTIVE DUTY ORDER: 2843 STOFFELS  
SAMUEL THOMAS  
RMKS/

OFFICIAL RECALL TO ACTIVE DUTY ORDERS FOR  
LT STOFFELS SAMUEL THOMAS, USNR, [REDACTED]  
5320 QUAIL AVE N  
MINNEAPOLIS MN 554290000

- REF: (A) SEC 12302, TITLE 10 USC  
(B) DODINST 1235.12  
(C) JOINT TRAVEL REGULATIONS (JTR)  
(D) DODFMR  
(E) OPNAVINST 3060.7C

\*\*\*\*\*  
[REDACTED]

LATER THAN FIVE BUSINESS DAYS PRIOR TO READY LOAD DATE (RLD).

**"Controlled Unclassified Information" (CUI) - Privacy Sensitive - any misuse or unauthorized disclosure can result in both civil and criminal penalties.**

[REDACTED]

[REDACTED]

[REDACTED]

ITINERARY

RPT NOT LATER THAN 0800 ON 05APR24  
TO: NAVRESCEN MINNEAPOLIS MN

EDA: 05APR24  
UIC: 30531

5905 34TH AVENUE SOUTH  
MINNEAPOLIS MN 55450-2898  
FOR TEMPORARY DUTY  
PERSONNEL ACCOUNTING SUPPORT: PSD GREAT LAKES

ACC: 330  
UIC: 43106

[REDACTED]

[REDACTED]



[REDACTED]

(SIGNED)  
M. W. BAZE  
REAR ADMIRAL, U.S. NAVY  
COMMANDER, NAVY PERSONNEL COMMAND

CERTIFIED TO BE ORIGINAL ORDERS

\_\_\_\_\_  
COMMANDING OFFICER

//  
BT  
#0001  
NNNN

ORIGINAL