



STATE OF WISCONSIN
Department of Safety and Professional Services
1400 E Washington Ave.
Madison WI 53703

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Governor Scott Walker Secretary Dave Ross

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**REAL ESTATE APPRAISER APPLICATION
ADVISORY COMMITTEE MEETING**

Room 121A, 1400 East Washington Avenue, Madison, WI
Contact: Tom Wightman - 608-267-9378
November 27, 2012
10:00 AM

AGENDA

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-2)

B. Approval of Minutes of August 28, 2012 (3-6)

C. Executive Director Matters – Tom Wightman

1. Staff Changes
2. 2013 Meeting Dates (7-8)

D. Discussion items

1. Conditional Approval Process for Applications (9-10)
2. Requirements for Use of Appraisal Reviews as Experience (11-12)
3. Review and Consideration of Additional Review Reports Letter (13-14)

E. Miscellaneous Information/Correspondence

F. Public Comments

CONVENE TO CLOSED SESSION to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.), and to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.), and to confer with legal counsel (s. 19.85(1)(g), Stats.).

G. Review and Consideration of Appraisal Experience and Appraisal Reports for the Following Applicants or any Mailed or Received after Mailing of Agenda (15-16)

1. Driscoll, Kyle – Certified General
2. Knaack, Kayla – Certified General
3. Krenn, James – Certified Residential
4. Krueger, Christopher – Certified General
5. Macht, Joel – Licensed
6. Reilly, Kevin – Certified General
7. Rogers, Robert – Certified General
8. Stehlik, Alan – Licensed
9. Stoehr, Angela – Certified General

RECONVENE TO OPEN SESSION

H. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

ADJOURNMENT

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
LIVE MEETING MINUTES
AUGUST 28, 2012**

PRESENT: Gary Gruenisen, Frank Hopp, Ursula Volk, Tom Kneesel

EXCUSED: Dave Wagner and Don Chudnow

STAFF: Berni Mattsson, Executive Director; David Carlson, Bureau Assistant; Kelly Niesen, Licensing/Permit Associate

GUESTS: None

CALL TO ORDER

Frank Hopp, Chair, called the meeting to order at 10:09 a.m.

ADOPTION OF AGENDA

MOTION: Gary Gruenisen moved, seconded by Ursula Volk to adopt the agenda as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Gary Gruenisen moved, seconded by Ursula Volk to convene to Closed Session to deliberate on cases following hearing (s.19.85(1)(a)), Stats.; to consider licensure or discipline (s. 19.85 (1)(b)), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f)), Stats.; and to confer with legal counsel (s. 19.85(1)(g)), Stats. Roll call vote: Gary Gruenisen-Yes, Frank Hopp-Yes, Ursula Volk-yes and Tom Kneesel-yes. Motion carried unanimously.

Open session recessed at 10:13 a.m.

RECONVENE TO OPEN SESSION

MOTION: Gary Gruenisen moved, seconded by Tom Kneesel, to reconvene to Open Session. Motion carried unanimously.

Open session reconvened at 12:08 p.m.

APPROVAL OF MINUTES OF JUNE 26, 2012

MOTION: Gary Gruenisen moved, seconded by Ursula Volk, to approve the minutes of June 26, 2012 as submitted. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

The Committee voted in open session on the motions made in closed session proceedings as outlined below.

APPLICATION REVIEWS

**DANIEL CHRIST
CERTIFIED RESIDENTIAL**

MOTION: Gary Gruenisen moved, seconded by Ursula Volk to recommend approval of the application. Motion carried.

**ROBERT GRUBER
LICENSED**

MOTION: Ursula Volk moved, seconded by Gary Gruenisen to recommend approval of the application with coaching comments. Motion carried.

**JADE LEWIS
LICENSED**

MOTION: Frank Hopp moved, seconded by Gary Gruenisen to issue intent to deny the application unless an explanation to the reviewer's comments or submission of missing information is received. Motion carried.

**WENDY OMMEN
LICENSED**

MOTION: Tom Kneesel moved, seconded by Ursula Volk to recommend approval with coaching comments. Motion carried.

**EDWARD POTTER
CERTIFIED RESIDENTIAL**

MOTION: Tom Kneesel moved, seconded by Frank Hopp to recommend the Department issue an intent to deny the application until two additional 1004 reports are submitted for review. Motion carried.

**ANGELA STOEHR
CERTIFIED GENERAL**

MOTION: Gary Gruenisen moved, seconded by Frank Hopp to recommend denial of the application. Motion carried.

**JAIME SUFTIN
CERTIFIED RESIDENTIAL**

MOTION: Gary Gruenisen moved, seconded by Tom Kneesel to recommend denial of the application. Motion carried.

**RYAN WERKHEISER
CERTIFIED GENERAL**

MOTION: Gary Gruenisen moved, seconded by Ursula Volk to recommend approval of the application. Motion carried.

**BENJAMIN WOLLIN
CERTIFIED GENERAL**

MOTION: Frank Hopp moved, seconded by Gary Gruenisen to recommend approval of the application. Motion carried.

ADJOURNMENT

MOTION: Gary Gruenisen moved, seconded by Tom Kneesel to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:24 p.m.

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Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor		2) Date When Request Submitted: 10/15/2012 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: REA Application Advisory Committee			
4) Meeting Date: 11/27/2012	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 2013 Meeting Dates	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: The Committee should review and note its meeting dates scheduled for 2013. Please advise your Executive Director of any existing conflicts.			
11) Authorization			
<i>Kimberly Wood</i>		10/15/2012	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			



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Governor Scott Walker Secretary Dave Ross

MEMO

TO: Real Estate Appraisers Application Advisory Committee

FROM: Kimberly Wood, Program Assistant Supervisor

DATE: October 18, 2012

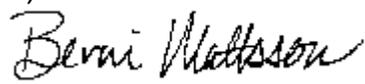
RE: 2013 Meeting Dates

Meeting dates have been scheduled as follows.

January 15	Meeting	10:00 a.m.	Room 121A
February 14	Meeting	10:00 a.m.	Room 121C
March 26	Meeting	10:00 a.m.	Room 121A
May 9	Meeting	10:00 a.m.	Room 121C
June 25	Meeting	10:00 a.m.	Room 121A
August 28	Meeting	10:00 a.m.	Room 121A
November 26	Meeting	10:00 a.m.	Room 121A

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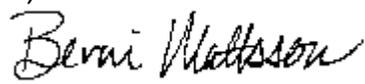
AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Berni Mattsson, Executive Director		2) Date When Request Submitted: 9/11/12 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Real Estate Appraisers Application Advisory Committee			
4) Meeting Date: 11/27/12	5) Attachments: Yes x No	6) How should the item be titled on the agenda page? Conditional Approval Process for Applications	
7) Place Item in: x Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) x No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Department is requesting the committee's advice and recommendation. Should there be a process to conditionally approve an application, contingent on the receipt of additional information that is acceptable to the reviewer? Take any action deemed necessary.			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> 9/11/12 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Bureau Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 35%; text-align: right;">Date</div> </div>			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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3) Name of Board, Committee, Council, Sections: Real Estate Appraisers Application Advisory Committee			
4) Meeting Date: 11/27/12	5) Attachments: Yes x No	6) How should the item be titled on the agenda page? Requirements for Use of Appraisal Reviews as Experience	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p>The Department is requesting the committee's advice and recommendation for minimum criteria for appraisal reviews that should be acceptable as experience. Issues that came up at the August 28, 2012 meeting include the minimum acceptable breadth of the scope of work, whether the reviewer needs to develop their own opinion as to value, and the amount of latitude the committee may have in defining the acceptability of reviews.</p> <p>The committee should discuss, and take any action deemed necessary.</p>			
11) Authorization			
		9/11/12	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kelly Niesen		2) Date When Request Submitted: 9/13/12	
Items will be considered late if submitted after 4:30 p.m. and less than: - 10 work days before the meeting for Medical Board - 14 work days before the meeting for all others			
3) Name of Board, Committee, Council, Sections: Real Estate Appraiser Application Advisory Committee			
4) Meeting Date: 11/27/12	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Review and consideration of Additional Review Reports letter	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: There was concern about applicants who submit ONLY review reports for their appraiser experience. I have drafted the following letter that we may send to the applicants requesting actual appraisal reports instead of having to send them an Intent to Deny letter stating they committed USPAP violations. This would still be considered a re-review on your part, but we would not officially be denying their experience. Please make decision on whether to accept or correct letter.			
11) Authorization			
Kelly Niesen		9/13/12	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
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September 13, 2012

<NAME>

RE: Experience Review

Dear Mr. <name>,

After review of the three Real Estate Appraisal reports submitted for review, the reviewer has requested that you submit some additional reports. They would like you to submit (enter number here) additional appraisal report(s) that are not review reports. Please submit the reports of your choice which have been completed in accordance with USPAP guidelines. The reports can be demonstration reports if necessary. You will need to mail **two** copies of each report on 8 ½ x 11 paper. **If you wish to send the reports electronically instead of mailing them, you can do so by emailing one copy of each report to kelly.niesen@wisconsin.gov.**

Sincerely,

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

Credentialing
Real Estate Appraisers
(608) 266-2112