



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

Mail to:  
PO Box 8935  
Madison WI 53708-8935

Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Web: <http://dsps.wi.gov>

**Governor Scott Walker      Secretary Dave Ross**

Voice: 608-266-2112 • FAX: 608-267-3816 • TTY: 608-267-2416

**REAL ESTATE APPRAISER APPLICATION  
ADVISORY COMMITTEE MEETING  
Via Virtual Meeting  
Room 121A, 1400 East Washington Avenue, Madison, WI  
Contact: Tom Ryan - 608-261-2378  
August 28, 2013  
10:00 AM**

**AGENDA**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

A. Recognition of Committee Member(s)

B. Welcome New Committee Member(s)

**C. Adoption of Agenda (1-4)**

**D. Approval of Minutes of June 28, 2013 (5-8)**

**E. Approval of Minutes of July 15, 2013 (9-12)**

**F. Approval of Minutes of July 29, 2013 (13-14)**

**G. Approval of Minutes of August 16, 2013 (15-18)**

H. Administrative Updated

1) Staff Changes

I. Practice Matters

J. Informational Items

K. Items Added After preparation of the Agenda

- L. Items Added After Preparation of Agenda:
- 1) Introductions, Announcements and Recognition
  - 2) Presentations of Petition(s) for Summary Suspension
  - 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
  - 4) Presentation of Final Decisions
  - 5) Disciplinary Matters
  - 6) Executive Director Matters
  - 7) Education and Examination Matters
  - 8) Credentialing Matters
  - 9) Class 1 Hearing(s)
  - 10) Practice Matters
  - 11) Legislation/Administrative Rule Matters
  - 12) Liaison Report(s)
  - 13) Informational Item(s)
  - 14) Speaking Engagement(s), Travel, or Public Relation Request(s)

M. 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.).**

**N. Review and Consideration of Appraisal Experience and Appraisal Reports for the Following Applicants or any Mailed or Received after Preparation of Agenda (19-20)**

APPLICANTS TABLED FROM JUNE 2013 AGENDA

- 1) Bjurquist, Rebecca – CERTIFIED GENERAL
- 2) Richardson, Brian – CERTIFIED GENERAL
- 3) Sampson, Lindsay – CERTIFIED GENERAL
- 4) Tetzner, Jarad – LICENSED APPRAISER
- 5) Wright, Steven – LICENSED APPRAISER

NEW APPLICANTS FOR AUGUST 2013 AGENDA

- 6) Buchingerm, Pierce - CERTIFIED GENERAL
- 7) Deifenbaugh, Jay – CERTIFIED RESIDENTIAL
- 8) Grob, Tara – LICENSED APPRAISER
- 9) Krisetnsen, Glenn – CERTIFIED RESIDENTIAL
- 10) Lendink, Aaron – CERTIFIED GENERAL
- 11) Macht, Joel – CERTIFIED RESIDENTIAL
- 12) Malone, Marla – CERTIFIED RESIDENTIAL
- 13) Niemi, Jana– CERTIFIED RESIDENTIAL
- 14) Stehlik, Alan – CERTIFIED RESIDENTIAL
- 15) Stewart, Nicole - CERTIFIED RESIDENTIAL
- 16) Sullivan, Maura – CERTIFIED RESIDENTIAL
- 17) Weber, Leah – LICENSED APPRAISER

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

Page intentionally left blank

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
VIRTUAL MEETING MINUTES  
JUNE 28, 2013**

**PRESENT:** Gary Gruenisen, Frank Hopp, Tom Kneesel, Lawrence Nicholson, Ursula Volk

**EXCUSED:** David Wagner

**STAFF:** Tom Ryan, Executive Director; Karen Rude-Evans, Bureau Assistant

**CALL TO ORDER**

Lawrence Nicholson, Chair, called the meeting to order at 10:01 a.m.

**ADOPTION OF AGENDA**

**Amendments:**

- Item K (closed) – Review and Consideration of Appraisal Experience and Appraisal Reports, add:
  - 1) Smith, Taylor
  - 2) Tetzner, Jerrod
  - 3) Wright, Steven
  - 4) Olson, Frank
  - 5) Meyer, Colleen
  - 6) Penn, Anthony
  - 7) Heindl, Jeffrey
  - 8) Vossberg, Michael

**MOTION:** Ursula Volk moved, seconded by Frank Hopp, to adopt the agenda as amended. Motion carried unanimously.

**CLOSED SESSION**

Lawrence Nicholson, Chair, read the motion to convene to closed session.

**MOTION:** Gary Gruenisen moved, seconded by Thomas Kneesel, to convene to closed session to deliberate on cases following hearing (s.19.85(1)(a)),

Real Estate Appraiser Application Advisory Committee

June 28, 2013 Minutes

Page 1 of 4

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; Thomas Kneesel- yes; Lawrence Nicholson-yes; Ursula Volk-yes. Motion carried unanimously.

Open session recessed at 10:20 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Frank Hopp moved, seconded by Thomas Kneesel, to reconvene to open session. Motion carried unanimously.

Open session reconvened at 11:09 a.m.

### **VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION**

#### **REAFFIRM ALL MOTIONS MADE IN CLOSED SESSION**

**MOTION:** Ursula Volk moved, seconded by Thomas Kneesel, to reaffirm all motions made in closed session. Motion carried unanimously.

### **APPLICATION REVIEWS**

#### **TAYLOR SMITH LICENSED**

**MOTION:** Frank Hopp moved, seconded by Gary Gruenisen, to recommend approval of the appraisal reports and meeting compliance with USPAP requirements with coaching comments. Motion carried unanimously.

#### **FRANK OLSON**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to recommend approval of the appraisal reports as meeting compliance with USPAP requirements. Motion carried unanimously.

**JERROD TETZNER  
LICENSED**

**MOTION:** Gary Gruenisen moved, seconded by Frank Hopp, to recommend approval of the appraisal reports as meeting compliance with USPAP requirements. Motion carried unanimously.

**STEVEN WRIGHT  
LICENSED APPRAISER**

**MOTION:** Gary Gruenisen moved, seconded by Frank Hopp, to recommend approval of the appraisal reports as meeting compliance with USPAP requirements. Motion carried unanimously.

**MICHAEL VOSSBERG**

**MOTION:** Thomas Kneesel moved, seconded by Ursula Volk, to recommend approval of the appraisal reports as in compliance with USPAP requirements. Motion carried unanimously.

**JEFFREY HEINDL  
LICENSED APPRAISER**

**MOTION:** Ursula Volk moved, seconded by Gary Gruenisen, to recommend approval of the appraisal reports as in compliance with USPAP requirements. Motion carried unanimously.

**COLLEEN MEYER**

**MOTION:** Ursula Volk moved, seconded by Gary Gruenisen, to recommend approval of the appraisal reports as in compliance with USPAP requirements with coaching comments. Motion carried unanimously.

**ANTHONY PENN**

**MOTION:** Ursula Volk moved, seconded by Frank Hopp to recommend approval of the appraisal reports as being in compliance with USPAP requirements with coaching comments. Motion carried unanimously.

Real Estate Appraiser Application Advisory Committee

June 28, 2013 Minutes

Page 3 of 4

**ADJOURNMENT**

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

The meeting adjourned at 11:10 a.m.

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
VIRTUAL MEETING MINUTES  
JULY 15, 2013**

**PRESENT:** Frank Hopp, Lawrence Nicholson, Ursula Volk

**EXCUSED:** Gary Gruenisen, Tom Kneesel, David Wagner

**STAFF:** Karen Rude-Evans, Bureau Assistant; Sharon Henes, Paralegal; Shawn Leatherwood, Advanced Paralegal

**CALL TO ORDER**

Lawrence Nicholson, Chair, called the meeting to order at 10:25 a.m.

**ADOPTION OF AGENDA**

**Amendments:**

- Item I (closed) – Review and Consideration of Appraisal Experience and Appraisal Reports, add:
  - 5) Peterson, Steven

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to adopt the agenda as amended. Motion carried unanimously.

**CLOSED SESSION**

Lawrence Nicholson, Chair, read the motion to convene to closed session.

**MOTION:** Frank Hopp 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: Frank Hopp-yes; Lawrence Nicholson-yes; Ursula Volk-yes. Motion carried unanimously.

Open session recessed at 10:31 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to reconvene to open session. Motion carried unanimously.

Open session reconvened at 11:06 a.m.

**VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION**

**REAFFIRM ALL MOTIONS MADE IN CLOSED SESSION**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to reaffirm all motions made in closed session. Motion carried unanimously.

**APPLICATION REVIEWS**

**RICHARD ATKINSON**

**MOTION:** Ursula Volk moved, seconded by Frank Hopp, to recommend denial of the appraisal reports as not meeting compliance with USPAP requirements. Motion carried unanimously.

**MICHAEL ELKINS**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to recommend approval of the appraisal reports as meeting compliance with USPAP requirements with coaching comments. Motion carried unanimously.

**KURT MARQUARDT**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to recommend denial of the appraisal reports as not meeting compliance with USPAP requirements. Motion carried unanimously.

**ELIZABETH STRUTZ**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to recommend denial of the appraisal reports as not meeting compliance with USPAP requirements. Motion carried unanimously.

**STEVEN PETERSEN**

**MOTION:** Ursula Volk moved, seconded by Frank Hopp, to table the review of the appraisal reports to the next meeting. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:07 a.m.

Page intentionally left blank

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
VIRTUAL MEETING MINUTES  
JULY 29, 2013**

**PRESENT:** Gary Gruenisen, Frank Hopp, Lawrence Nicholson, Ursula Volk

**EXCUSED:** Tom Kneesel, David Wagner

**STAFF:** Tom Ryan, Executive Director (via telephone); Karen Rude-Evans, Bureau Assistant; Sharon Henes, Paralegal; Shawn Leatherwood, Advanced Paralegal

**CALL TO ORDER**

Lawrence Nicholson, Chair, called the meeting to order at 8:36 a.m.

**ADOPTION OF AGENDA**

**Amendments:**

- Item I (closed) – Review and Consideration of Appraisal Experience and Appraisal Reports, add:
  - 1) Anderson, Lynn
  - 2) Petersen, Steven

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to adopt the agenda as amended. Motion carried unanimously.

**CLOSED SESSION**

Lawrence Nicholson, Chair, read the motion to convene to closed session.

**MOTION:** Gary Gruenisen moved, seconded by Frank Hopp, 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; Lawrence Nicholson-yes; Ursula Volk-yes. Motion carried unanimously.

Open session recessed at 8:42 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Ursula Volk moved, seconded by Frank Hop to reconvene to open session. Motion carried unanimously.

Open session reconvened at 9:08 a.m.

**VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION**

**REAFFIRM ALL MOTIONS MADE IN CLOSED SESSION**

**MOTION:** Frank Hopp moved, seconded by Gary Gruenisen, to reaffirm all motions made in closed session. Motion carried unanimously.

**APPLICATION REVIEWS**

**LYNN ANDERSON**

**MOTION:** Ursula Volk moved, seconded by Frank Hopp, to table the review to a future meeting until original, unredacted reports are received. Motion carried unanimously.

**STEVEN PETERSEN**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to recommend denial of the appraisal reports as not meeting compliance with USPAP requirements. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Gary Gruenisen moved, seconded by Ursula Volk, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:09 a.m.

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
VIRTUAL MEETING MINUTES  
AUGUST 16, 2013**

**PRESENT:** Frank Hopp, Thomas Kneesel, Lawrence Nicholson, Ursula Volk

**EXCUSED:** Gary Gruenisen, David Wagner

**STAFF:** Tom Ryan, Executive Director; Karen Rude-Evans, Bureau Assistant; Shawn Leatherwood, Advanced Paralegal

**CALL TO ORDER**

Lawrence Nicholson, Chair, called the meeting to order at 9:36 a.m.

**ADOPTION OF AGENDA**

**Amendments:**

- Item I (closed) – Review and Consideration of Appraisal Experience and Appraisal Reports, add:
  - 1) Anderson, Lynn
  - 2) Atkinson, Richard
  - 3) Petersen, Steven
  - 4) Stevens, Robert
  - 5) Strutz, Elizabeth

**MOTION:** Ursula Volk moved, seconded by Thomas Kneesel, to adopt the agenda as amended. Motion carried unanimously.

**CLOSED SESSION**

Lawrence Nicholson, Chair, read the motion to convene to closed session.

**MOTION:** Thomas Kneesel moved, seconded by Frank Hopp, 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

Real Estate Appraiser Application Advisory Committee

August 16, 2013 Minutes

Page 1 of 3

confer with legal counsel (s. 19.85(1)(g)), Stats. Roll call vote: Frank Hopp-yes; Thomas Kneesel-yes; Lawrence Nicholson-yes; Ursula Volk-yes. Motion carried unanimously.

Open session recessed at 9:40 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Frank Hopp moved, seconded by Thomas Kneesel to reconvene to open session. Motion carried unanimously.

Open session reconvened at 10:13 a.m.

### **VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION**

#### **REAFFIRM ALL MOTIONS MADE IN CLOSED SESSION**

**MOTION:** Ursula Volk moved, seconded by Frank Hopp, to reaffirm all motions made in closed session. Motion carried unanimously.

### **APPLICATION REVIEWS**

#### **LYNN ANDERSON**

**MOTION:** Ursula Volk moved, seconded by Thomas Kneesel, to table this review to the next meeting until three (3) non-redacted original reports are received. Motion carried unanimously.

#### **RICHARD ATKINSON**

**MOTION:** Ursula Volk moved, seconded by Thomas Kneesel, to recommend denial of the appraisal reports as not meeting compliance with USPAP requirements and refer the matter to DLSC. Motion carried unanimously.

**STEVEN PETERSEN**

**MOTION:** Ursula Volk moved, seconded by Frank Hopp, to recommend approval of the appraisal reports as meeting compliance with USPAP requirements with coaching comments. Motion carried unanimously.

**ROBERT STEVENS**

**MOTION:** Thomas Kneesel moved, seconded by Ursula Volk, to recommend approval of the appraisal reports as meeting compliance with USPAP requirements with coaching comments. Motion carried unanimously.

**ELIZABETH STRUTZ**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to recommend denial of the appraisal reports as not meeting compliance with USPAP requirements and refer the matter to DLSC. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Frank Hopp moved, seconded by Thomas Kneesel, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:14 a.m.

Page intentionally left blank