



**VIRTUAL MEETING/TELECONFERENCE
REAL ESTATE APPRAISER
APPLICATION ADVISORY COMMITTEE MEETING
Room 121C, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
May 6, 2014**

The following agenda describes the issues that the Committee plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Committee.

AGENDA

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda**
- B) Welcome New Members**
- C) Approval of Minutes of March 12, 2014 (3-6)**
- D) Appointments/Reappointments/Confirmations**
- E) Administrative Updates**
 - 1) Staff Updates
- F) Items Added After Preparation of Agenda:**
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Credentialing Matters
 - 4) Practice Matters
 - 5) Legislation/Administrative Rule Matters
 - 6) Liaison Report(s)
 - 7) Informational Item(s)
 - 8) Appearances from Requests Received or Renewed
 - 9) Speaking Engagement(s), Travel, or Public Relation Request(s)
- G) Public Comments**

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

H) Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports, or Any Received After Preparation of the Agenda (7-8)

- 1) Amy Battle
- 2) Kyle Bjerke
- 3) Patricia Bond
- 4) Pierce Buchinger
- 5) Seth Eatman
- 6) Robert Gruber
- 7) Matthew Hoefing
- 8) Daniel Kjolsing
- 9) Andrew Phillips
- 10) Lucas Schreiber
- 11) Mark Sojkowski
- 12) Steven Wilkinson
- 13) Heidi Zahn
- 14) Laura Zieske

I) Deliberation of Items Added After Preparation of the Agenda

- 1) Credentialing Matters
- 2) Appearances from Requests Received or Renewed

J) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

K) Open Session Items Noticed Above not Completed in the Initial Open Session

L) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

ADJOURNMENT

**REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE
WEB/VIRTUAL MEETING MINUTES
March 12, 2014**

PRESENT VIA GOTOMEETING: Thomas Kneesel, Frank Hopp

EXCUSED: David Wagner, Gary Gruenisen

ABSENT: Marla Britton

STAFF: Tom Ryan, Executive Director; Pam Stach, Legal Counsel; Daniel Agne, Bureau Assistant; and other Department staff

CALL TO ORDER

The meeting was called to order at 10:06 A.M.

ADOPTION OF AGENDA

Amendments:

- **ADD** Item I.11 – Stephen Biedermann
- **ADD** Item I.12 – Mark Willborn
- **REMOVE** Item I.2 – Kyle Bjerke
- **REMOVE** Item I.4 – Matthew Hoefing

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to approve the minutes of January 22, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

CREDENTIALING LIAISON AND EDUCATION APPROVAL AUTHORITY

MOTION: Thomas Kneesel moved, seconded by Frank Hopp, to appoint Frank Hopp as the Credentialing Liaison, which includes education approval authority. Motion carried unanimously

CLOSED SESSION

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Vice Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Frank Hopp - yes; Thomas Kneesel - yes Motion carried unanimously.

The Board convened into Closed Session at 10:32 A.M.

RECONVENE TO OPEN SESSION

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to reconvene in Open Session at 11:06 A.M. Motion carried unanimously.

REVIEW AND CONSIDERATION OF APPLICANTS' APPRAISAL EXPERIENCE AND APPRAISAL REPORTS, OR ANY RECEIVED AFTER PREPARATION OF THE AGENDA

BENJAMIN BARES

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

KYLE BJERKE

MOTION: Thomas Kneesel moved, seconded by Frank Hopp, to table this matter for a future meeting. Motion carried unanimously.

PIERCE BUCHINGER

MOTION: Thomas Kneesel moved, seconded by Frank Hopp, to table this matter for a future meeting. Motion carried unanimously.

MATTHEW HOEFING

MOTION: Thomas Kneesel moved, seconded by Frank Hopp, to table this matter for a future meeting. Motion carried unanimously.

ASHLEY LIEBHAUSER

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

DEBRA MERCIER

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

CURT NUSHART

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

HEATHER POSTHUMA

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

HEIDI ZAHN

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to table this matter for a future meeting. Motion carried unanimously.

STEPHANIE ZIELKE

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

STEPHEN BIEDERMANN

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to recommend denial of the appraisal reports, for the purpose of AQB compliance for the registry. **Reason for Denial:** Reports do not meet USPAP Standards 1 and 2 as set forth in the appraisal review reports for each property. Motion carried unanimously.

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to refer the above matter to the Division of Legal Services and Compliance (DLSC). Motion carried unanimously.

MARK WILLBORN

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

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 11:06 A.M.

DRAFT