



## STATE OF WISCONSIN

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

**Governor Scott Walker**

**Secretary Dave Ross**

Mail to:  
PO Box 8935  
Madison WI 53708-8935

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

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

### **REAL ESTATE APPRAISER APPLICATION ADVISORY COMMITTEE MEETING VIA LIVE MEETING**

**Room 121A, 1400 East Washington Avenue, Madison, WI**

**Contact: Berni Mattsson - 608-266-8741**

**June 26, 2012**

**10:00 AM**

*The following agenda describes the issues that the Board, Council, Committee or Section 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 description of the actions and deliberations of the Board, Council, Committee or Section.*

#### **AGENDA**

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

###### **A. Adoption of Agenda (1-2)**

###### **B. Approval of Minutes of May 10, 2012 (3-5)**

###### **C. Executive Director Matters – Berni Mattsson**

1. Annual elections
2. Late agenda additions (7)

###### **D. Discussion item**

1. Requirements for signatures on reports. (9)

###### **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 (11-12)**

1. De Bow, Floyd – Licensed
2. Greenhalgh, David – Certified General
3. Jacob, Stacy – Certified Residential
4. Olson, Frank – Certified General
5. Quam Jr., Robert – Certified General
6. Stone, Rachal – Licensed

**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  
MAY 10, 2012**

**PRESENT:** Gary Gruenisen, Frank Hopp, Donald Chudnow and David Wagner

**EXCUSED:**

**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:** Don Chudnow moved, seconded by Gary Gruenisen, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF MARCH 27, 2012**

**MOTION:** Don Chudnow moved, seconded by Gary Gruenisen, to approve the minutes of March 27, 2012 as submitted. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Don Chudnow moved, seconded by Gary Gruenisen 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, , Donald Chudnow-yes and David Wagner-yes. Motion carried unanimously.

Open session recessed at 10:13 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Don Chudnow moved, seconded by Gary Gruenisen, to reconvene to Open Session. Motion carried unanimously.

Open session reconvened at 10:57 a.m.

**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**

**SCOTT BORTOLINI  
CERTIFIED GENERAL**

**MOTION:** Don Chudnow moved, seconded by Gary Gruenisen to recommend approval of the application upon receipt of a letter explaining the dates listed on the appraisal reports. Motion carried.

**ROBYN GRANUM  
LICENSED**

**MOTION:** Gary Gruenisen moved, seconded by Don Chudnow, to recommend approval of the application. Motion carried.

**LORI LESZCZYNSKI  
CERTIFIED RESIDENTIAL**

**MOTION:** Gary Gruenisen moved, seconded by Frank Hopp, to recommend approval of the application. Motion carried. **Note:** Don Chudnow recused himself from deliberations in this matter and abstained from voting.

**JOEL (JOSH) MACHT  
LICENSED**

**MOTION:** Don Chudnow moved, seconded by Frank Hopp to recommend denial of the application. Motion carried.

**RYAN NELSON  
CERTIFIED GENERAL**

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

**THOMAS PHILLIPS  
CERTIFIED GENERAL**

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

**SCOTT REISKE  
LICENSED**

**MOTION:** Don Chudnow moved, seconded by Frank Hopp to recommend denial of the application. Motion carried.

**ADJOURNMENT**

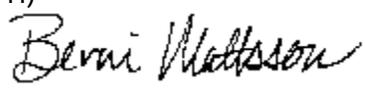
**MOTION:** Don Chudnow moved, seconded by Gary Gruenisen, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:59 a.m.

Page intentionally left blank

**State of Wisconsin  
Department of Safety & Professional Services**

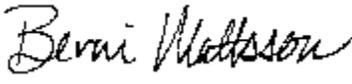
**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Katie Koschnick Administrator, Division of Board Services</b>		2) Date When Request Submitted:  <b>6/19/12</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections: <b>Real Estate Appraiser application Committee</b>			
4) Meeting Date: <b>6/26/12</b>	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Under Executive Director Matters - Late Add Agenda Items Procedure	
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><i>Effective immediately, all agenda items for open session discussion at board meetings must be given to the Bureau Assistant at least 24 hours prior to the meeting; in the case of a Monday meeting, the deadline is 72 hours prior to the meeting. Agenda items that are submitted after this deadline will be added to the agenda for the following board meeting.</i></p> <p>This is so that the department can ensure that all items for open discussion are posted to the website for public view in advance of the meeting.</p>			
11) Authorization  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> <b>6/19/12</b> </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.			

Page intentionally left blank

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Frank Hopp</b>		2) Date When Request Submitted:  <b>6/22/12</b>	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections: <b>Real Estate Appraiser Application Committee</b>			
4) Meeting Date: <b>6/26/12</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Requirement for signatures on reports.</b>	
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>A number of applicants are not signing their work and not appearing in certifications. This has been an on-going concern for several years especially for residential appraisals. Simply, any appraiser in training should sign a report and the supervising appraiser should also sign the document and indicate that he/she has inspected both the subject and viewed comparables from the street. This is how appraisers are trained.</p> <p>Concern is, that as reviewers, we do not know if the applicant has done any work. There is always the possibility that someone receives a credential without having any experience.</p> <p>USPAP and any of the Appraisal Organizations have definite guidelines regarding training and they almost all the same.</p>			
11) <span style="float: right;">Authorization</span> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> <b>6/22/12</b> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of person making this request</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Supervisor (if required)</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Bureau Director signature (indicates approval to add post agenda deadline item to agenda)</span> <span>Date</span> </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.			

Page intentionally left blank