

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
LIVE MEETING MINUTES  
JANUARY 17, 2012**

**PRESENT:** Gary Gruenisen, Frank Hopp, Ursula Volk, Donald Chudnow and Tom Kneesel,

**EXCUSED:** David Wagner

**STAFF:** Berni Mattsson, Executive Director; Lydia Thompson, Legal Counsel; David Carlson, Bureau Assistant; Kelly Niesen, Licensing/Permit Associate

**GUESTS:** none

**CALL TO ORDER**

Frank Hopp, Chair, called the meeting to order at 10:20 a.m.

**ADOPTION OF AGENDA**

**MOTION:** Don Chudnow moved, seconded by Ursula Volk, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 29, 2011**

**MOTION:** Don Chudnow moved, seconded by Ursula Volk, to approve the minutes of November 29, 2011 as submitted. Motion carried unanimously.

**EXECUTIVE DIRECTOR MATTERS**

Berni Mattsson outlined the current process for the Committee to review applications and asked committee members if there were any steps that could be taken to improve the process. Concerns were expressed that Live Meetings are not necessarily the best way for the Committee to discuss its business. It is sometimes difficult for members to interact, especially with those who join the meeting by phone. Berni will discuss with Kelli Kaalele, Division Administrator, the possibility of converting some live meetings to face to face meetings.

## **ELECTION OF OFFICERS AND 2012 BOARD ASSIGNMENTS**

### **CHAIR**

**NOMINATION:** Don Chudnow nominated Frank Hopp for the Office of Chair.

Berni Mattsson called for other nominations three (3) times.

Frank Hopp was elected as Chair by unanimous vote.

### **VICE CHAIR**

**NOMINATION:** Ursula Volk nominated Don Chudnow for the office of Vice Chair.

Berni Mattsson called for other nominations three (3) times.

Don Chudnow was elected as Vice Chair by unanimous vote.

### **SECRETARY**

**NOMINATION:**

Don Chudnow nominated Ursula Volk for the office of Secretary.

Berni Mattsson called for other nominations three (3) times.

Ursula Volk was elected as Secretary by unanimous vote.

### **CLOSED SESSION**

**MOTION:** Don Chudnow 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, Donald Chudnow-yes and Tom Kneesel-yes. Motion carried unanimously.

Open session recessed at 10:50 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 11:50 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**

#### **CLINTON ACKER CERTIFIED RESIDENTIAL**

**MOTION:** Gary Gruenisen moved, seconded by Don Chudnow to recommend the Department issues a letter of intent to deny the application, unless the Department receives three additional reports that properly document the applicant's contributions. Motion carried unanimously.

#### **LANCE MARTIN CERTIFIED RESIDENTIAL**

**MOTION:** Gary Gruenisen moved, seconded by Tom Kneesel, to recommend the Department issue a letter of intent to deny the application unless the Department receives one additional report of a home in a populated area with consistent predominate values throughout and explains the market conditions and time adjustments, if necessary. Motion carried. Chudnow abstained.

*Note: Don Chudnow recused himself from deliberations on this application in closed session and abstained from voting.*

**ELAINE VANDERSLICE  
LICENSED**

**MOTION:** Don Chudnow moved, seconded by Ursula Volk, to recommend the Department issue a letter of intent to deny the application unless the Department receives three demonstration reports, preferably of single family residences, that are signed by the applicant, with the Department as the client. Motion carried unanimously.

**MARLA MALONE  
LICENSED**

**MOTION:** Gary Gruenisen moved, seconded by Frank Hopp to recommend the Department issue a letter of intent to deny the application unless the Department receives one new report demonstrating the development of the land value analysis. Motion carried unanimously.

**ADJOURNMENT**

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

The meeting adjourned at 11:59 a.m.