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**VIRTUAL/TELECONFERENCE  
REAL ESTATE APPRAISERS  
APPLICATION ADVISORY COMMITTEE MEETING**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Valerie Payne (608) 266-2112**  
**September 21, 2021**

*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 description of the actions of the Committee.*

**AGENDA**

**10:00 A.M.**

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

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of June 29, 2021 (3)**
- C. Reminders: Conflicts of Interests, Scheduling Concerns**
- D. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff, and Committee Updates
  - 2) Committee Members
    - a. Bronek, Peter A.
    - b. Heins, Duane A.
    - c. Kneesel, Thomas J.
    - d. Moegenburg, Peter A.
    - e. Wagner, David J.
    - f. Wood, Wanda K.
- E. Review and Consideration of Applicants’ Appraisal Experience and Appraisal Reports, Including Any Reports Mailed or Received After Preparation of the Agenda**
  - 1) Certified Residential Appraiser Applicant:**
    - a. Catherine Boelter **(4-5)**
- F. Discussion and Consideration of Items Added After Preparation of Agenda**
  - 1) Introductions, Announcements and Recognition
  - 2) Administrative Matters
  - 3) Credentialing Matters
  - 4) Review and Consideration of Applicants’ Appraisal Experience and Appraisal Reports
  - 5) Practice Matters
  - 6) Legislative and Administrative Rule Matters

- 7) Liaison, Panel, and Committee Reports
- 8) Informational Items
- 9) Appearances from Requests Received or Renewed
- 10) Speaking Engagements, Travel, or Public Relation Requests, and Reports

G. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (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.).**

H. Deliberation of Items Added After Preparation of the Agenda

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

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

J. Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING: NOVEMBER 2, 2021**

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 MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer at 608-266-2112 and Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
MEETING MINUTES  
JUNE 29, 2021**

**PRESENT:** Peter Bronek, Duane Heins, Thomas Kneesel, Peter Moegenburg (*arrived at 10:03 a.m.*), David Wagner, Wanda Wood

**STAFF:** Valerie Payne, Executive Director; Jameson Whitney, Legal Counsel; Kimberly Wood, Program Assistant Supervisor-Advanced; and other Department Staff

**CALL TO ORDER**

Thomas Kneesel, Chairperson, called the meeting to order at 10:02 a.m. A quorum was confirmed with five (5) members present.

*(Peter Moegenburg arrived at 10:03 a.m.)*

**ADOPTION OF AGENDA**

**MOTION:** Peter Bronek moved, seconded by David Wagner, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF APRIL 27, 2021**

**MOTION:** Peter Moegenburg moved, seconded by Wanda Wood, to approve the Minutes of April 27, 2021 as published. Motion carried unanimously.

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

**Certified Residential Appraiser Applicant**

*Mariah Schmidt*

**MOTION:** Wanda Wood moved, seconded by Peter Moegenburg, to recommend issuing a Notice of Intent to Deny the application of Mariah Schmidt, and to request that the applicant submit three new reports in which the applicant is properly acknowledged. **Reason for Denial:** The reports submitted lack proper foundation to support the applicant's request for licensure under USPAP Standard 2-3 because the applicant is not acknowledged in any of the submitted reports. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Duane Heins moved, seconded by Wanda Wood, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:29 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  <b>James Kuehn, LPPA</b>		<b>2) Date When Request Submitted:</b> <b>08/23/2021</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b>  <b>Real Estate Appraisers Application Advisory Committee</b>			
<b>4) Meeting Date:</b> <b>09/21/2021</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  <b>Applications for Review</b>	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <input type="checkbox"/> Yes ( <u>Fill out Board Appearance Request</u> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  <b>1) Consideration of listed credential applications (page 2)</b>			
<b>11) Signature of person making this request</b> James Kuehn		<b>Authorization</b>	<b>Date</b> 08/23/2020
<b>Supervisor (if required)</b>		<b>Date</b>	
<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b> <b>Date</b>			
<b>Directions for including supporting documents:</b> 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 Bureau Assistant prior to the start of a meeting.			

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

Applicant	Type:	Committee member	Date sent	Worksheet rec'd	Recommend:
Boelter, Catherine	Certified Residential Appraiser	Wanda Wood	6/7/21	7/5/21	Intent to Deny